

North Collins Central School District
COVID-19 Reopening Plan
2020-21 School Year
July 31, 2020



MISSION STATEMENT

“The North Collins Central School District is a safe and supportive learning environment that strives to maximize educational opportunities for all students, faculty, staff and community members. We nurture responsibility, creativity, energy, and open-mindedness to empower successful contributors to a global society.”

The North Collins Central School District's COVID-19 health and safety reopening plan establishes and explains the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) and New York State Education Department (NYSED) guidelines for COVID-19, the State's "New York Forward" guidelines, along with federal Occupational Safety and Health Administration (OSHA) standards related to employee safeguards and potential exposure to COVID-19. As the health and safety of district staff is our top priority, the plan has a strong commitment to those measures. The reopening plan is divided into logical categories. Each category contains guidance, procedures, protocols and/or other measures which explain practices that need to be considered in order to maximize the health and safety of students and staff.

This plan was developed with the collaboration of key school community stakeholders, including teachers, staff, parents, students, administrators, our Medical Director's representative, school nurses, counselors, District supervisors and Board of Education representatives. We have developed 3 different options for reopening schools that include in-person, hybrid and remote learning.

NORTH COLLINS ELEMENTARY SCHOOL (PreK-6)
NORTH COLLINS JUNIOR-SENIOR HIGH SCHOOL (7-12)

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IMPORTANT CONTACT INFORMATION

District Office	Scott Taylor/Kathy Mason	(716) 337-0101 (ext 1301)
Elementary School Office	John Cataldo/Aly Lang	(716) 337-0101 (ext 2151)
Elementary Guidance:	Scott Gill	(716) 337-0101 (ext 2105)
Elementary Nurse	Wendy Habermehl	(716) 337-0101 (ext 2101)
JrSr High School Office	Brandon Wojcik/Dawn Frew	(716) 337-0101 (ext 1304)
JrSr HS Guidance Office	Bob English/Amy Ward/Nancy Rinaldi	(716) 337-0101 (ext 1310)
Jr.Sr. HS Nurse	Barbara Senus	(716) 337-0101 (ext 1234)
Student Services Office	Jinelle Burger/Deb LoBianco	(716) 337-0101 (ext 2154)
District School Psychologist	Jennifer Bardo	(716) 337-0101 (ext 2107)
Business Office	Crystal Cocca	(716) 337-0101 (ext 1308)
Director of Facilities	Matt Sanders	(716) 337-0101 (ext 1130)
Head Bus Driver	Al Durrett	(716) 337-0101 (ext 2200)
Director of IT	Brian Zolnowski	(716) 337-0101 (ext 1100)

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT (Plans A, B, or C)

Overview: Effective family and community engagement has always been regular and frequent communication between schools, families and the wider community. We have and will continue to work together with families to foster and build relationships to sustain our collaborative efforts.

The North Collins CSD will continue to engage with school stakeholders and community members (e.g. NC administrators, supervisors, faculty, staff, Jr.-Sr. HS students, parents/legal guardians of students, counselors, school nurses, Head Bus Driver, Board of Education Representative and a North Collins Medical Director's Office representative) while developing reopening plans.

North Collins CSD will continue to develop a communication 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 regarding guidelines and procedures. We will also utilize our [website](#), social media, school messenger email alerts, text alerts and/or "all-call" communication systems to disseminate information to our school community. Signs will be posted throughout the school buildings in order to regularly share messages with the school community, consistent with DOH COVID-19 public health protections against COVID-19.

[Signage](#) will be used to remind individuals to:

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

North Collins CSD will ensure all students (K-12) 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.

North Collins CSD 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. Additionally, communications will be provided in the language(s) spoken at home among families and throughout the school community. Written plans will be accessible to those with visual and/or hearing impairments.

HEALTH AND SAFETY PROTOCOLS (Plans A or B)

Overview: Focused on preventive actions, North Collins CSD will perform health checks and screenings, per DOH guidance, and recognize signs and symptoms of illness in students and staff. North Collins CSD will develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfection procedures for the school in accordance with CDC and DOH guidance.

Health Checks and Screening at ALL buildings:

Health Checks

North Collins CSD parents/guardians and staff members will be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Parents/guardians and school staff will be instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should NOT be present in school. The Centers for Disease Control and Prevention (CDC) keep an [up to date list of symptoms](#) of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/29/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea

North Collins CSD students and staff are required to notify the school when they develop symptoms of coronavirus or if their answers to the questionnaire change during or outside school hours. We will collect this information through our building nurses' office email or telephone line. Screening of students includes a daily temperature check and a screening questionnaire. North Collins CSD will instruct staff to complete the required screening questionnaire prior to arrival at school and North Collins CSD parents/guardians will also be asked to complete the screening questionnaire for their child before sending them to school. Temperature checks of students will be performed by school staff either while exiting the school bus on campus or before they enter the school building if they are dropped off by parent/guardian. The information (Yes/No) will be logged daily. Parents/guardians will receive a weekly text message/email that contains the building screening questionnaire for each of their children who attend school. Unless parents contact the school nurse to report an issue with a child, receiving the email/text message is indicative of passive agreement on the school screening procedures. **If symptomatic as per the following questionnaire or protocols that follow, keep your child at home.**

A screening questionnaire will include the following questions for students/staff:

- 1) Are you or any member of your household under active quarantine due to COVID-19 exposure? Have you been in contact with anyone who has a confirmed case of, or has been exposed to COVID-19?
- 2) 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 or had symptoms of COVID-19?
- 3) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?
- 4) Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days?
- 5) Have you 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?

If you have answered "YES" to any of questions 1-5 above please:

- ***Do not place your child on the bus***
- ***Do not enter any school buildings***
- ***Immediately notify your child's school nurse***

Per NYSDOH, schools are prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

The COVID-19 Coordinator whose responsibilities include continuous compliance with all aspects of our 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 for North Collins CSD is Scott Taylor, Superintendent of Schools.

Screenings

Temperature

Temperature checks to be performed on school grounds prior to entry into the building by trained staff. North Collins CSD will have trained staff performing temperature checks on school grounds prior to entry into the building for students, staff and visitors.

North Collins CSD schools conducting temperature screenings will have:

- Staff members to supervise students who are waiting their turn. While waiting, students must be socially distanced;
- Trained staff members to perform temperature screenings;
- Sufficient supplies for taking temperatures such as touchless thermometers; and
- PPE or barriers for staff members conducting the screening.

North Collins staff will screen visitors in secure entryways at each building. Monitors will include screening questions and a temperature check before allowing a visitor into the school. Use of building requests will be vetted to conform with proper social distancing protocol. North Collins CSD will evaluate whether and to what extent external community organizations can safely utilize the buildings and grounds for events and ensure external community organizations that use the facilities also follow the school's health and safety plans and ECDOH guidance.

Healthy Hygiene Practices

[Healthy hygiene practices](#) will be taught and re-taught in North Collins CSD for both students and staff. North Collins staff will use Global Compliance Network training tutorials. We will provide instruction to the school community via our website in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, we will post signs throughout the school and will regularly share messages with the school community.

[Signage](#) will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms of, or exposure to, COVID-19.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

[Respiratory Hygiene](#)

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues and no touch/floor pedal trash cans will be available in each room when feasible. 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. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing

[Social Distancing](#) also called “physical distancing” means keeping a six foot space between yourself and others. North Collins CSD will develop, implement, and enforce social distancing in all school facilities and on school grounds, including transportation. North Collins CSD will ensure that student groupings are as static as possible by having the same group/cohort of students stay together when possible. Additionally, North Collins CSD will follow the recommendations:

- The size of groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.
- Stagger arrival and/or dismissal times to allow increased social distancing on buses as well as in classrooms.
- North Collins CSD will consider dividing up student entry points rather than funneling all students through the same entry space, to limit the amount of close contact between students in high-traffic situations and times.
- North Collins CSD will follow all safety requirements when considering the use of other entrances and ensure that all entrances are monitored and are locked after use.
- North Collins CSD have established designated areas for student drop-off and pick-up at each building, limiting contact and entry of parents/guardians into the building (to the greatest extent possible).
- North Collins CSD will reduce in-school movement where possible by keeping students within a defined area or classroom and modifying class schedules or class transitions using these NYSED recommendations:
 - If possible, have the same cohort of students with the same teacher each day.
 - Special area teachers (e.g., music, art, physical education) may go to individual classrooms versus rotating all students through a shared space that is not able to be cleaned with each new use. Whenever possible, hold physical education and music classes outside and encourage students to spread out.
 - Stagger the use of restrooms, allowing use at other times when necessary. Bathrooms may be monitored by staff to ensure social distancing, that it is clean, and students are washing hands after use.
- Turn desks (including teachers) to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing);
- Open windows to improve ventilation, but will not open windows if there is a health or safety risk (e.g., allergies);
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students;
- Consider using visual aids (e.g., painter’s tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing;
- Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules;

- Restrict 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. Assign lockers or other student storage areas by cohort or reduce their use – however, students should not carry an unreasonable number of books or materials throughout the day;
- Playgrounds may continue to be used when proper safeguards are in place. In elementary school settings, we will stagger playground use rather than allowing multiple classes to play together. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- Based on recommendations of the NYSDOH and NYSED, North Collins CSD will ensure that a distance of twelve feet in all directions is maintained between individuals while participating in activities requiring projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.
- Cancel/limit student assemblies, athletic events/practices, performances, school-wide parent meetings. Consider transitioning field trips to free virtual opportunities. Consider changing in-school events to a virtual format; and
- Limit visitors to school buildings. Consider using online meetings with parents and other persons when feasible.

Cloth Face Coverings

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. All individuals in North Collins CSD school facilities and on school grounds must be prepared 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;
- In restrooms; and
- In other congregate settings, including buses.

North Collins CSD will provide acceptable face covering to employees (and students if they forget their own) and have an adequate supply in case of need for replacement per Executive Order 202.16. Schools should allow an employee to wear their own acceptable face covering but may not require they supply their own face coverings. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.

The district may use alternate PPE (i.e., face shields or coverings that are transparent at or around the mouth) for therapies 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) that benefit from being able to see more of the employee's face.

Masks or cloth face-coverings do **not** need to be worn when:

- At least six (6) feet of social distance is able to be maintained.

- In-person gatherings when held in an open, well-ventilated space with appropriate social distancing among participants.
- When barriers/dividers are utilized.
- Employees are in their normal workspace while observing social distancing, or working alone within a workspace.

Management of Ill Persons

North Collins CSD students and staff with symptoms of illness must be sent to the health office. The school nurse (Registered Professional Nurse, RN) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

If Students or Staff become Ill with Symptoms of COVID-19 at school, North Collins CSD will follow Education Law § 906, which provides [w]henever...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.

North Collins CSD staff will 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 include the use of appropriate PPE ([see section on PPE](#)).

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, with required PPE, if they can be separated by at least 6 feet.

We will work with state and local health departments to communicate a possible COVID-19 exposure. Any communication to the school community will be at the discretion of the Department of Health. In such a circumstance, it is critical to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA). In addition, students and staff who are well but are taking care of, or share a home with, someone with a case of COVID-19 must not attend school and must follow precautionary quarantine instructions from State health officials, who will determine when it is safe for them to return to school.

Return to School after Illness

North Collins CSD 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 a student has been diagnosed with another condition, students must 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 as determined by a healthcare provider, 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.
- If a student has been diagnosed with another condition, students must have a healthcare provider written note stating they are clear to return to school.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. 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.

Contact Tracing

The important task of contact tracing is dependent on the accuracy of our records to assist the Erie County Department of Health. The following records will be utilized to assist the ECDOH when contact tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Substitute employee records (substitute teachers, aides, etc.) through the AESOP absence management system;
- Our building visitor logs , which provides the date and entrance/exit time of all visitors.

Medically Vulnerable/High Risk Groups (*adults**)

The North Collins CSD will work with all employees who are medically vulnerable and/or who are at increased risk for severe COVID-19 illness and their medical providers, as necessary, to determine whether any accommodation(s) may be recommended to minimize COVID-19 exposure and risks. For a complete listing of people who are at increased risk for severe illness from exposure to COVID-19, please visit the CDC website: [here](#). Accommodations may include, but shall not be limited to, additional PPE, modified work schedule(s) or location(s), added or alternative protocol(s) for social distancing, leave(s) of absence, etc. The District will comply with all applicable laws and contractual provisions in assessing any requests for accommodations. Employees who may need a reasonable accommodation are encouraged to contact their immediate supervisor to discuss their personal circumstances and potential accommodations that may be considered.

**Information regarding medically vulnerable/high risk students is [located later in this document](#).*

Cleaning and Disinfection

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. North Collins CSD cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

- 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.
- Disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- When EPA-approved disinfectants are not available, alternative disinfectants will be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions).
- North Collins CSD will identify cleaning and disinfection frequency for each facility and area type.
- North Collins CSD will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
- North Collins CSD will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between use.
- Playgrounds will be cleaned per CDC guidance.
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

Cleaning/Disinfecting Procedures

- Cleaning and disinfecting will be manually tracked and recorded through daily cleaning logs
- Pre-Arrival/Arrival of Students
 - Clean and disinfect areas used by groups before the start of the school day
- During the School Day
 - Clean and disinfect high touch areas such as door handles, stair railings, elevator buttons, etc. after arrival and mid-day. All staff will support cleaning efforts, including classroom teachers and teacher aides to the extent practicable.

- Bathrooms will be cleaned and disinfected frequently during the school day
- Lunches
 - Cafeterias - If the cafeteria is used for lunch periods
 - Tables will be wiped down and disinfected by cafeteria monitors after each lunch period
 - Classrooms - If eating in classrooms, cleaning to protect students with life threatening food allergies
 - During the school day, shared spaces will be cleaned between usage (i.e. desks)
 - Teachers will tie up garbage bags and leave them in the hall after lunch where custodial staff can then pick them up
- After the School Day
 - Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day
 - Routine cleaning includes:
 - Clean all high touch items such as light switches, door knobs, handrails, desk tops, counters, handles, faucets, etc.
 - Empty trash receptacles
 - Clean restrooms
 - Dust mop and/or wet mop floors
 - Vacuum carpeted areas
- Disinfecting will occur after routine cleaning is completed
 - Spray disinfecting will not be done when the space is occupied by children. If there are adults in the room, they will be advised that disinfecting is about to occur and given the opportunity to leave.
- Playgrounds and Outdoor Areas
 - Maintain per CDC guidelines for outdoor areas

FACILITIES (Plans A or B)

Overview: North Collins CSD will promote social distancing while maintaining existing safety requirements designed to protect students. North Collins CSD will continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. School principals will plan for these drills to be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

- North Collins CSD will conduct standard operations and procedures to the best of our abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they will be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted.

To prepare for the arrival of students, teachers and staff, the following safety enhancements will be completed in each school building prior to the first day of teacher attendance:

- Markings for one-way traffic patterns through halls at all buildings
- Markings to indicate 6' social distancing where applicable
- Signage installed at entrances and throughout buildings to inform and remind occupants of proper hygiene recommendations

- Remove all gathering rugs and furniture (when necessary)
- Removal of excess furniture to create additional space for social distancing of students and staff
- Install polycarbonate shield partitions for forward-facing high contact positions (i.e. main office staff)
- Provide hand sanitizer (60% alcohol or greater) in all classrooms as well as common areas. Hand washing with soap and water should be taught and encouraged especially when hands are visibly soiled. Hand sanitizer can be used if soap and water is not available. *Alcohol based hand sanitizer should only be used by children under adult supervision
- Review all HVAC settings to ensure all spaces are provided adequate ventilation

Spaces (communal spaces, gathering spaces)

- Each building has determined the communal spaces (i.e. library, computer lab, art room, music room) that will be repurposed as a classroom instructional space to provide greater social distancing and/or smaller class sizes.

Special considerations

- Water fountains - traditional water fountains and classroom bubblers will be disabled and capped to avoid potential sharing. Bottle filling stations will remain operational.
- Restrooms
 - Disable hand dryers and ensure availability of paper towel dispensers
 - Limit capacity in restrooms (if necessary)
 - Face coverings will be worn in restrooms

NUTRITION (Plans A, B or C)

Overview: North Collins CSD will provide all enrolled students with access to school meals each school day whether school is in-person or remote; address all applicable health and safety guidelines; ensure compliance with Child Nutrition Program requirements; and communicate with families through multiple means, in the languages spoken by those families.

- North Collins CSD will provide all students enrolled in the SFA with access to school meals each school day. This will include: students in attendance at school; and students learning remotely.
- North Collins CSD will address all applicable health and safety guidelines.
- North Collins CSD will create measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
- North Collins CSD will 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.
- North Collins CSD will maintain proper 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.
- North Collins CSD will be in compliance with Child Nutrition Program requirements.
- North Collins CSD will communicate with families through multiple means in the languages spoken by families.

Food service (breakfast and lunch) (Plans A or B)

- Breakfast and lunch procedures
 - NC elementary school students will eat in the cafeteria or their classrooms depending on the reopening plan. Classes with students with food allergies will eat in the cafeteria with social distancing practices in place. Lunches will be served via lunch lines or alternate distribution based on guidance.
 - NC Jr.-Sr. HS students will eat in the cafeteria or in alternate locations depending on the reopening plan. Lunches will be served via lunch lines or alternate distribution based on guidance.
- NC Students will wear masks when not seated in the cafeteria and commons (i.e. dumping garbage).
- School personnel will prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Food Service (breakfast and lunch) (Plan B HYBRID)

- Group A students will take home a 2-day supply of breakfast and lunches as they leave for the day on Monday (bagged) and a 1-day supply of breakfast and lunch as they leave for the day on Thursday. Group B will take home a 2-day supply of breakfast and lunches as they leave for the day on Tuesday (bagged) and a 1-day supply as they leave for the day on Friday.

TRANSPORTATION (Plans A or B)

Overview: The school bus is an extension of the classroom and services will be provided to all students with consistency and equity. Focus must always be on student and employee safety and wellness when using school bus transportation. North Collins CSD will: perform regular school bus disinfection measures; train students and school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train students and staff regarding the wearing of masks. Both students and drivers will wear masks and social distance on the bus. Districts will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities – just as we always have.

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering;
- Students must social distance (six feet separation) on the bus;
Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provided one by the district;
- Students with a disability which would prevent them from wearing a mask will not be forced to do so or be denied transportation.

School Bus Transportation concerning opening plans A & B will require multiple trips in the morning and afternoons due to social distancing guidelines. All students will be required to wear a mask at all times while

boarding, riding and exiting the school bus. Our large sized school buses that we use to transport our HS/ELEM students are capable of seating 66 passengers. Due to social distancing requirements we have set our ridership guidelines to not exceed 22 students per bus. This will allow 1 student per seat. Students will be required to sit closest to the window in each seat. This will ensure social distancing across the aisles, left to right. The high seat backs in our buses, by design, create adequate barriers between students front and back. Students that reside in the same household will be allowed to sit together. Specific student seating locations will be determined by each student's pick up or drop off order. This ensures students will not be walking past already seated students. Temperature checks of students will be performed by school staff while exiting the school bus.

Break down of AM school arrival times and PM school departure times:

Plan A- Morning bus drop off “*window*” for HS/ELEM- 7:25-8:45 am

Afternoon bus departure for HS/ELEM- 1:40, 2:00, 2:20, 2:40 pm

Plan B- Morning bus drop off “*window*” for HS/ELEM- 7:25-8:15 am

Afternoon bus departure for HS/ELEM- 2:10, 2:25, 2:40 pm

* We will have in place multiple bus drop off and pick up locations at both of our schools.

For example:

NCES- 6th grade wing door, ELEM office door, Lower bus loop door.

NCHS- Main entrance on School St., Gym door, Superintendent office door.

* Buses would drop off in the AM as soon as they arrived curbside. Once that bus is empty they would pull away and go pick up their second group of routed students and so on.. PM dismissals would load the same-one bus at a time and once loaded the next bus would pull up curbside. Once each routed bus has completed their first PM route they would return to each school for the second group of students and so on. This one-bus-at-a-time approach allows for reductions in student flow out of our school buildings and gives us better control to govern that flow as needed.

SOCIAL-EMOTIONAL WELL BEING (Plans A, B or C)

Overview: As school and district personnel adapt to environments that result in substantially less time spent interacting in-person, ensuring intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families. Along with physical health and well-being, North Collins CSD has prioritized social emotional well-being – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

- North Collins CSD will ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.
- North Collins CSD will establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, 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.

- North Collins CSD will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
- North Collins CSD will provide 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.

DISTRICT SCHOOL SCHEDULES (Plans A, B, or C)

Overview: North Collins CSD will create a comprehensive plan for a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. All plans will be clearly communicated, with as much advance notice as practicable, to students, families and staff. To adhere to state and local health and safety guidelines and ensure social distancing practices, North Collins CSD may consider various reopening plans and schedules that stagger or alternate the students' return to campus.

Plan A: Minimal Social Distancing - **IN-PERSON** - All students return in September.

North Collins students would return in person 5 days/week starting Tuesday, September 8, 2020 with possible staggered transportation and instructional day schedules. Due to safety guidelines and limited space in buildings, students would be required to wear face coverings for the majority of the school day (including during instruction when social distancing cannot occur). Scheduled masks breaks would occur. Limited student movement throughout the building. Breakfast and lunch would occur in classrooms and the cafeteria.

Plan B: Moderate Social Distancing - **HYBRID** - In person and Remote learning in September.

North Collins students would follow a 2 day in person/3 day remote schedule. By family groups, our students will return to school on Tuesday, September 8, 2020, and will follow a Monday/Thursday or Tuesday/Friday in person schedule. All students will be learning remotely on Wednesday and on their "non-in-person" instructional days. Daily and weekly schedules will be created by building/teacher/grade level for all non-in-person instructional days via the google platform. During remote instruction, students will need to check in with their homeroom or an assigned teacher daily. This check in will be utilized for attendance purposes on remote learning days. Teachers will have approximately half of their students on Monday/Thursday and the other half on Tuesday/Friday. This allows for social distancing guidelines to be followed, every day, in every classroom. Due to the reduced number of students in the building, social distancing will be accomplished more frequently, lessening the frequency of face coverings during instruction. Breakfast and lunch would occur regularly in the cafeteria (socially distanced).

Sample of a possible weekly Hybrid schedule

Teachers will provide a combination of synchronous and asynchronous teaching and learning opportunities to fulfill the 180 minute per week.

Day of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Daily status	Green Team In Person	Gold Team In Person	All Students Remote	Green Team In Person	Gold Team In Person
Daily status	Gold Team Remote	Green Team Remote	All Students Remote	Gold Team Remote	Green Team Remote

Plan C: Maximum Social Distancing - **REMOTE** - All Students participate in REMOTE instruction in September.

NC students would receive remote instruction 5 days/week remotely and accessible to all students. Daily and weekly schedules will be created by building/teacher/grade level for daily google meets and scheduled instructional time. During remote instruction, students will need to check in with their homeroom or an assigned teacher daily. This check in will be utilized for attendance purposes on remote learning days. Daily student interaction, engagement and participation is required.

ATTENDANCE AND CHRONIC ABSENTEEISM (Plans A, B, or C)

North Collins CSD will use our existing student information system (PowerSchool) to collect and report daily student attendance and engagement. Each building will develop a procedure to make daily contact with students in remote or hybrid settings. During remote instruction, students will need to check in with their homeroom or an assigned teacher daily. This check in will be utilized for attendance purposes on remote learning days. Teachers will clearly communicate manageable expectations for daily check-in with families. The minimum attendance rate for grades K-12 is a rate of 90% of the cumulative days. Monthly attendance review will occur to review students who are in violation of this policy. Please note that the absence, excused or unexcused, will count toward the cumulative total of absences when a student's attendance record is reviewed. When a student fails to meet this rate, the district will provide written notification of concern to the student's parents/guardians.

Technology and Connectivity

Adequate access to a computing device and high-speed broadband is essential for educational equity. Schools and districts must determine the level of access all students and teachers have in their places of residence; to the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and

demonstrate their mastery of the learning standards in remote and hybrid instructional models. Schools and districts should provide instruction on using technology and IT support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences.

Student access: Students in grades K-12 are provided a Chromebook, which allows students to engage with our Learning Management system (Google Classroom), email teachers via their District provided email, and access supplemental instructional programs and resources included, but not limited to online textbooks, websites and programs to reinforce skills. MiFi wireless internet devices are available for families who do not have sufficient internet access required for learning in the remote and hybrid instructional models.

Teacher access: Teachers are provided a Chromebook to provide instruction and communication to students and families. MiFi wireless internet devices are available if required for internet access in remote and hybrid instructional models.

North Collins CSD will provide professional development for teachers and staff via in person training and remote learning opportunities throughout the school year. Students and families will be provided instruction on effective remote learning by teachers and leaders. Technology support is provided to teachers, students, and families by the North Collins CSD technology department.

Professional Development

The district will provide teachers with professional development opportunities to enhance best practices and streamline our remote processes. Staff will be provided additional training in Google Classroom, PowerSchool, remote learning and other topics as necessary to ensure a consistent approach for families and students. Professional Development in Google Classroom will include consistency in naming protocols, the set up of assignments and grading to allow for a streamlined view of the program, consistent across the district. Also, building principals will continue to provide professional development opportunities throughout the year during staff meetings as needed.

TEACHING AND LEARNING (Plans A, B, or C)

North Collins CSD will provide clear opportunities for equitable instruction for all students; ensuring continuity of learning regardless of the instructional model used; providing standards-based instruction; ensuring substantive daily interaction between teachers and students; and clearly communicating information about instructional plans with parents and guardians.

- North Collins CSD will have a continuity of learning plan for the 2020-2021 school year. Such a plan will prepare for in-person (Plan A), remote (Plan C), and hybrid (Plan B) models of instruction.
- Instruction will be aligned with the outcomes in the New York State Learning Standards.
- Equity must be at the heart of all school instructional decisions. All instruction will 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 will be aligned with State standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.
- North Collins CSD will have 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 will 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).

PowerSchool will be used to track completion of assignments, grading and attendance. The district will return to grading protocols, policies and procedures in place prior to the closure in March. Work assigned during the remote days will be graded as determined by the classroom teacher. Our district reopening plan provides for a program that includes regular, substantive interaction between teachers and students whether delivered through in-person or remote models of instruction.

Teacher/Student engagement will take place on a daily basis during remote instruction. Certified teachers will provide educational materials to keep students engaged on remote learning days.

Examples of teacher/student engagement during remote instruction could include the following:

- Connecting during office hours
- Participating in a Google Meets
- Submitting assignments through GoogleClassroom
- Return of materials/completed assignments
- Contacting the teacher through Google Suite
- Participating in discussion boards
- Completing a question of the day
- Providing feedback to students on completed assignments
- Remote instruction may include NON Digital activities depending on the availability of devices, home connectivity and/or ability level

ACADEMICS (Plans A, B, C)

The following section describes academic gaps and interventions. Based on guidance from the NYSED, the DOH, and the Governor, the district will determine the instructional model for the 2020-2021 school year. All core and special area courses will follow the specifications of the determined model.

Academic Gaps and Interventions

The District has established instructional practices and procedures for implementing district-wide initiatives that address a Response to Intervention (RtI) process applicable to all students. The North Collins CSD will provide appropriate prevention, intervention and/or remediation while ensuring high quality instruction and access to grade level standards for all. Response to Intervention is structured as a three-tiered program. Tier 1 provides Prevention through standard based, high quality, differentiated instruction. Tier 2 provides Intervention through targeted grouping with essential standard focused instruction. Tier 3 provides Remediation through smaller groups (1-3 students).

Academic interventions for our remote and hybrid models of instruction may include small group sessions during after school hours, one to one virtual or in person counseling sessions and modification of hybrid schedule, including moving to an in-person model.

SPECIAL EDUCATION (Plans A, B, C)

North Collins CSD provides: a Free Appropriate Public Education consistent with the need to protect the health and safety of students with disabilities and those providing special education and services; meaningful parental engagement regarding the provision of services to their child; collaboration between the Committee on Preschool Special Education/Committee on Special Education (CPSE/CSE) and program providers representing the variety of settings where students are served; access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.

Schools and school districts should consider in-person services a priority for high-needs students and preschool students with disabilities whenever possible and consider contingency plans developed by the CPSE/CSE to address remote learning needs in the event of intermittent or extended school closures.

- The North Collins CSD school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, will address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
- The North Collins CSD 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.
- North Collins CSD stresses the importance of 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.
- North Collins CSD will 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.
- North Collins CSD will document the programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication.

High-needs students will be prioritized for full-time in-person learning when feasible. That is, even if most students are not in school each day, North Collins CSD will consider setting up small classes that would run daily for one or more cohorts of high-needs students, including students with disabilities and English learners who are most in need of in-person services. Students with disabilities will include those receiving special education programming in a 12:1:1 classroom setting, due to their significant academic and therapeutic needs.

Vulnerable Student Populations

Children who are medically complex, who have neurologic, immunocompromised medical conditions, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile 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. Transitioning these students back to school requires planning and coordination.

During the month of August 2020, information will be sent to all students and families within North Collins CSD that believe their child may meet the criteria for a vulnerable child per the NYSED guidelines (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>).

The completion of this initial form will not bind you to a decision at this point. However, please know a final decision will be required by August 14, 2020, for remote instruction for the entire 2020-21 school year. Only parents of vulnerable students need to complete this form.

[Complete Vulnerable Student form by clicking here](#)

To receive accommodations for a high risk student, contact the Director of Student Services about a 504 Plan for your child as soon as possible. Medically vulnerable/high risk persons may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or a mask. It is important for parents to work with their child's health care providers and the school to best meet the child's needs while protecting their health and safety. To learn more about Section 504 Plans: <http://www.ldonline.org/article/6108/>.

Bilingual Education and World Languages

1. We will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer 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.
2. As we did during the school closure of 2019-20, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.
3. Regular communication with families of ELLs will continue throughout the school year and will be provided in the preferred language or mode of communication.

TEACHER AND PRINCIPAL EVALUATION SYSTEM

We will evaluate all teachers and principals pursuant to our approved APPR plan.

CERTIFICATION, INCIDENTAL TEACHER, AND SUBSTITUTE TEACHING

We ensure that all North Collins teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (ex. Incidental teaching) or Education Law.

NORTH COLLINS CSD REOPENING PLAN, FREQUENTLY ASKED QUESTIONS

When will we know if schools are reopening for any face-to-face/hybrid instruction, or if schools will need to be fully remote teaching and learning?

Governor Cuomo has indicated by Friday, August 7, he will decide whether or not it is safe to reopen schools. The decision is anticipated to be made by the Governor (rather than a regional or local decision). As soon as we learn of this decision, we will communicate with families.

When will we know our children's group? What if our family needs a change based on our own work or child care schedules?

Principals are working to develop their schedules over the coming weeks. We will send a letter home in the second week of August, after we learn Governor Cuomo's reopening plan. If your family needs a change to your scheduled group due to child care or work schedules, please contact the building principal. Remember, we are scheduling based on family, household groups to accommodate family needs.

My child is medically fragile or part of a vulnerable health population. How do I get a 504 Plan for accommodations for my child?

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile 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. From there, contact the Director of Student Services [to request a 504 Plan](#), if needed.

If a student/staff member tests positive, what happens? Will school close? Will we be quarantined?

We will work with the Erie County Department of Health and our School Medical Director, Dr. Craig MacLean. We acknowledge we are educators; not medical professionals and we will follow the recommendations of our trusted medical professionals. To that end, if someone in our school tests positive, we immediately notify our school physician and the DOH. We will work with the DOH to aid in contact tracing and to determine next steps. We will then follow their recommendations and will communicate with staff and families under the advice of the DOH.

What are the anticipated class sizes?

Based on our enrollment numbers to date and our hybrid plans to bring in half of our students on Monday/Thursday with the other half on Tuesday/Friday, we anticipate 6-12 students per class.

How much of the school day must students wear face coverings? What will the frequency of mask breaks be?

Our first priority is creating a safe environment for both our students and our staff. Whenever feasible, we will layer as many safety precautions as possible including wearing of face masks and 6 ft. of distance between individuals. There are times when students and staff must wear a mask:

- On the school bus;
- Entering/exiting the building;
- Traveling through the building/hallways/classrooms;
- Whenever 6 ft. social distancing cannot be maintained.

Are face shields acceptable instead of a cloth face mask?

The guidance from both the NYS Department of Health and NYS Department of Education indicate face coverings (i.e., cloth face masks which cover the nose and mouth) are acceptable barriers. If your child has medical, behavioral and/or special education needs that do not permit him/her to wear a face covering, please contact your child's school principal so all available accommodations can be considered.

Will recess, outdoor learning and playground use be allowed?

Yes! We will encourage outdoor time as much as possible and as much as our WNY weather allows! In addition to physical education classes going outdoors, teachers will be encouraged to take classes outdoors as much as feasible. Activities such as journal writing, music and art classes, and independent reading are a few examples of learning activities that can easily be done outdoors and socially distanced where additional breaks from wearing face coverings can be provided. Playgrounds will be open for use. Hand sanitizing upon entering and exiting of the playground area will be standard practice.

What does synchronous and asynchronous learning mean?

Synchronous generally refers to "live" instruction via video conferencing where the student and instructor have in-the-moment interactions with each other. With **Asynchronous** learning, the student often accesses content that is posted (i.e, instructional videos) at his/her convenience, providing greater flexibility and the opportunity to replay and review content at any time.