



**2020-2021
School Reopening Plan**

7/31/2020

Dear Parents/Guardians and staff,

Who would have predicted that we would be facing many of the same challenges this fall as we faced this past spring. What we have benefited from is the collective experience we've had over the past several months, what we have learned about ourselves and each other. In March of 2020 when Governor Andrew Cuomo issued an Executive Order closing schools in response to the COVID-19 health crisis, schools changed overnight. On a dime educators and students shifted to a distance/remote learning model that required adapting to new ways of teaching and learning. The stress and disruption to our lives has been significant, having impacted all aspects of our society. We all long for life the way it used to be.

While we were all hoping to start the 2020 - 2021 school year with this behind us and reopen our doors for all students, that is not possible at this time. As you know districts have been asked to create plans that are inclusive of three scenarios which have been communicated to you previously;

- **In Person** - A decreased number of students on campus who are participating in learning opportunities in a socially distanced manner. Students will participate in an abbreviated schedule of learning offerings regardless of grade level, changes in student arrival and dismissal procedures as well as changes to bus ridership procedures will also be taking place.
- **Remote** - All student learning will take place remotely.
- **A hybrid model of remote and in person instruction** - The objective here is to have approximately half of our students on campus on any given day. Students will be assigned to a rotation schedule where they will attend classes both remotely and also in person. Families will be provided with the rotation schedule in advance of the start of the school year with any changes required during the year communicated well in advance in every instance possible.

This document is intended to provide guidance on the reopening of our schools. Our plan has been developed based on guidance documents received from the New York State Education Department (NYSED), the New York State Department of Health (NYS DOH), and the Center for Disease Control (CDC). Additionally, the District reviewed the results of the surveys that were conducted as we gathered valuable feedback from the NPCSD community. The preparation of our plan includes a commitment to:

- The health, safety, and well-being of students and staff.
- The District must demonstrate flexibility for our families and staff, as we each are managing a unique set of circumstances as a result of this health crisis.
- We are committed to regular and frequent communication with our community and staff to ensure that all stakeholders stay informed with the details of our plan and any unexpected or needed changes. We will distribute all information through a variety of means as referenced in the plan.

This plan will be continuously updated as we continue along this journey together.

Sincerely,

Angela Urbina-Medina
Superintendent of Schools

TABLE OF CONTENTS

2020 - 2021 Learning Models	5
K-5 Student Schedule/Rotation	7
K-5 Student Start Time/End Time	8
Middle School	12
High School	14
Medically Vulnerable Populations	21
September 2020 Instructional Calendar	22
Health and Safety	23
Facilities	38
Child Nutrition	40
Transportation	41
Social Emotional Well-Being	45
Attendance, Attendance Reporting and Chronic Absenteeism	47
Technology and Connectivity	48
Teaching and Learning	49
Athletics and Extracurricular	50
Food Services	51
Teacher and Principal Evaluation	51
Budget and Fiscal Matters	51
APPENDIX A - HEALTH SCREENING FOR STUDENTS, STAFF, & VISITORS	53
APPENDIX B - RECOGNIZING THE SIGNS & SYMPTOMS OF COVID-19	56
APPENDIX C - HAND & RESPIRATORY HYGIENE	58
APPENDIX D - FACE COVERINGS & SOCIAL DISTANCING EXPECTATIONS	59
APPENDIX E - MEDICALLY VULNERABLE POPULATIONS	60
APPENDIX F - RESPONSE FOR POSITIVE COVID-19 CASES	62
APPENDIX G - RETURN TO SCHOOL AFTER ILLNESS	63
APPENDIX H - CLEANING & DISINFECTIONS OF SCHOOLS	64
APPENDIX I - MODIFIED SCHOOL SAFETY DRILLS	66
APPENDIX J - DAILY INSPECTION CHECKLIST FOR COVID-19 SUPPLIES	67

COMMUNICATION

As we prepare for and proceed through the 2020 - 2021 school year, regular and frequent communication between schools, families, and the wider community will be essential to the success of our reopening plan, and more importantly the success of our students. In accordance with the New York State Education Department (NYSED) guidance, our plan includes the following provisions for communication:

- Engagement with a variety of school stakeholders and community members in developing our plans including:
 - School Board Members
 - School Administrators
 - Teachers
 - Support Staff
 - Students
 - Parents
 - Local Health Care provider
 - Community Members
- Clear instructions, training, and signage regarding COVID-19 protocols and procedures related to daily operations for students, parents/guardians, staff, and visitors. Where practicable, these will also be posted on our District webpage, Facebook page, distributed via email to student and parent/guardian email, and/or traditional mail.
- Regular updates regarding health, safety, scheduling, and all other information will be distributed through a variety of platforms including: traditional mail, parent/guardian and student email, telephone, Facebook, District website.
- Verbal and/or written communication regarding Center for Disease Control (CDC) and Department of Health (DOH) guidance regarding the use of personal protective equipment (PPE), specifically, acceptable face coverings when social distance cannot be maintained.
- Communication will be provided in English and Spanish. If other translations or modes of communication are needed, they can be requested by calling 845-256-4020

Designated COVID-19 Safety Coordinator

The District's COVID-19 Safety Coordinator is responsible for continuous compliance with all aspects of this plan, as well as any phased -in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or to "new normal" levels.

Name: Sharifa Carbon

Contact Information: Phone: 845 - 256-4010 Email: scarbon@newpaltz.k12.ny.us

District Mission and Student Wellness Goal

Student social emotional well-being and physical safety are our priorities. The following scenarios permit student/teacher interaction as a central priority to building meaningful connections and relationships.

2020 - 2021 Learning Models

A. Learning Models The District considered the following three learning models when developing our reopening plans:

- **In Person** - A decreased number of students on campus who are participating in learning opportunities in a socially distanced manner. Students will participate in an abbreviated schedule of learning offerings regardless of grade level, changes in student arrival and dismissal procedures as well as changes to bus ridership procedures will also be taking place.
- **Remote** - All student learning will take place remotely.
- **A hybrid model of remote and in person instruction** - The objective here is to have approximately half of our students on campus on any given day. Students will be assigned to a rotation schedule where they will attend classes both remotely and also in person. Families will be provided with the rotation schedule in advance of the start of the

school year with any changes required during the year communicated well in advance in every instance possible.

To limit the risk of exposure to COVID-19, the New Paltz Central School District will adopt the Hybrid Learning model for students in grades K - 12.

Grades K - 5 Learning Model

Model: Hybrid Instruction Rationale & Implementation: In accordance with the social distancing guidelines provided by New York State and the physical structure of the district buildings, we will limit in-person instruction to approximately 50% of the K - 6 student population at a time. Attendance, participation, and successful completion of assignments is expected in order for students to be prepared for advancement to the next grade level.

Instruction will be provided two days per week in person and two days per week remotely. Students will be assigned to a cohort A/B day beginning the week of September 14.

Student Cohorts:

Class Lists (K-5)

- Class lists were created at the K-5 level at the end of the school year. Each elementary class list will be split into A and B cohorts, taking several demographic and academic factors into consideration.

Dividing Cohorts

- Schools will attempt to schedule siblings in common cohorts unless parents/guardians request otherwise with the goal of keeping families on consistent schedules
- Students with IEPs in ICT sections will be evenly split (to the extent possible) between cohorts.
- English Language Learners will also be evenly split between cohorts in their respective sections
- Other factors to consider: 504s, demographics, academic levels, allergies
- In August, K-5 classroom teachers will be offered the opportunity to review and provide input into how sections will be divided.

Student Support Team

- By the start of the school year, we will have a Social-Emotional Support Plan in place and the execution of this plan will be facilitated by our current Student Support Team, which is composed of: Principal, Coordinator of Student Support Services, school nurse, social worker, school psychologist, and bilingual counselor). Our Student Support Team will plan for social-emotional learning interventions at the classroom level as well as whole-school, and will develop a plan to triage student needs and crises as they arise.

K-5 Student Schedule/Rotation

Duzine numbers and breakdown

Grade	Enrollment	Group 1 (A Days)	Group 2 (B Days)
K	106	53	53
1	127	64	63
2	103	51	52
Total	336	169	169

Lenape numbers and breakdown

Grade	Enrollment	Group 1 (A Days)	Group 2 (B Days)
3	136	68	68
4	126	63	63
5	142	71	71
total	404	202	202

At the K-5 level students will attend alternate days:

A Day - Monday

B Day - Tuesday

Wednesday - Planning day w/ embedded parent and student outreach

A Day - Thursday

B Day - Friday

K-5 Student Start Time/End Time

Duzine

2020-2021

Start - Teacher 8:50/ Student 9:25

Dismissal - 1st bell student pick- up 3:25/ bus dismissal 3:40 / Staff 3:45

Lenape

2020-2021

Start - Teacher 9:10/ Student 9:45

Dismissal - 1st bell student pick-up 3:50/ bus dismissal 3:55/ Staff 4:05

The School Day

Live Teaching - K-2 will prioritize social emotional well being and community-building while also focusing on literacy and math instruction. The structure of a classroom teacher's day would likely not venture far from their pre-COVID classroom routine. As students are remaining in their classrooms during lunch and specials, they will also need an abundance of structured and unstructured play as well as breaks. Teachers will be encouraged to incorporate kinesthetic learning into their lessons, while incorporating hygienic practices in the classroom. Whenever possible students will be able to maximize use of outdoor spaces.

Live teaching 3-5 will mirror pre-COVID classroom routine with emphasis on social emotional well being and building community within the cohort. Literacy and math instruction will follow the district plan as it stands through new math resources, Project Based Learning, across all content areas.

Consistent valuable **feedback** from parents, guardians, teachers, and students will be essential in making remote/hybrid learning successful.

Consistent **accountability** for all responsible parties will be essential in making remote/hybrid learning successful.

Specials Schedule

We will need a modified specials schedule to still do in-person teaching of specials, however special area teachers will need to push into classrooms or meet classes in outdoor spaces. Remote instruction will also be provided by special area teachers to keep with the regular (i.e. pre-COVID) frequency of specials. PE, music and art will meet once a week live and once a week remote. Art split into 30 minute sessions 2 times a week, 1 live 1 remote.

Band - will be assembled in the gym and stage area adhering to the 12 foot rule

Chorus - will be assembled in the cafe adhering to the 12 foot rule

Lunch Schedule - In classroom or outside if weather permits

Breakfast - In classroom or outside if weather permits

Duzine Recess

Recess will remain built into school day - A modified schedule will likely be necessary to reduce the number of classes using the playground at any given time or the outdoor area at Duzine will need to be divided to separate cohorts.

Lenape Recess

Outside recess if weather permits cohorts will be separated by area.
Playground equipment will be cleaned in between uses.

If indoor recess is required then classes will remain in the classroom. Rotating schedule will be made to allow use of playground equipment and pavilion (at Lenape).

The district will seek to purchase tents for areas that have limited shade.

Arrival & Dismissal/Pick Up

Duzine

Arrival - Prior to bus release, students being dropped off by parents/guardians should be dropped off at the entrance near the PPS offices. Assigned staff will meet students at the door. Buses will be released one-at-a-time using one or two entrances (depending on temperature check/screening protocol) - front entrance and gym entrance.

Dismissal - Students will no longer wait in the hallways. Wings of the building will be called over the PA system to dismiss. Students will walk in socially distanced lines during dismissal (and at all other times).

Pick-Up - Depending on the final count of pick-ups at the start of year, we will likely continue to use the gymnasium for pick-up. Students typically wait along the wall of the gym and they will continue to do so, being asked to space out appropriately. Parents will be asked to form a line on the outside sidewalk, going from the gym entrance and stretching toward the former day care center.

If a parent needs to pick up their child at any other point during the day they must call ahead. Upon arriving, they will identify themselves to the greeter via the intercom system. The greeter will ask them the series of screening questions (or this could be done over the phone in anticipation of their arrival) and buzz them in pending on their responses.

Lenape

Arrival - Parent drop-off will take place at the cafeteria or gym door - assigned staff will meet at the door to welcome students. Five entrances will be used for bus drop-off - Staff will be present to do temperature checks.

Entrance 1 - Students that go upstairs

Entrance 2 - Students that stay on ground level/ breakfast

Entrance 3 - Students that stay on ground level/ breakfast

Entrance 4 - Late arrivals

Entrance 5 - Students that go up stairs

Entrance 6 - District Office

Entrance 7 - Students that go upstairs and stay on ground level/ breakfast

Entrance 8 - Cafe or gym - Early parent drop off

Entrance 9 - Gym

Entrance 10 - Gym

Dismissal - Dismissal is still being updated at this time.

Early pick up will move to gym in designated area 6 ft apart to wait for parent sign out - staff will be there to dismiss

Bus dismissal - Buses will be called as they arrive - students will walk out on their own.

Grades will be called when all buses have arrived - teachers will walk students out.

Parent/Guardian pick-up from school prior to end of day

Parent/Guardian will call the main office prior to arrival to school or through the door call at the main entrance.

Parent/Guardian will enter the vestibule and wait for the student to arrive.

Staff at the door will record parent pick up with date, reason and time.

Adult entering building will call main office to answer the Covid survey over the phone or scan a QR code (if possible) that will bring up the Covid survey or a paper copy will be provided to adult to fill out- staff will check survey to ensure the adult is clear to enter the building. Once entering the building the staff member will take the temperature, the adult will sign in, receive a visitor sticker and then sign out upon leaving.

Safety Drills will be conducted as they always were, while we observe social distancing guidelines. Since each class will be split into two cohorts the bus, fire and lockdown drills will need to be conducted with both cohorts.

Middle School

Student cohorts

Cohort would be the means by which students would be grouped together; cohorts of 10-15 students that travel the day together. The same considerations from above would need to be part of the assigning of the cohorts - especially keeping special education/ ELL's, learning needs in mind when forming cohorts so that learning needs are considered/distributed

Grade	Enrollment	Group 1 (A/B Days)	Group 2 (A/B Days)
6	150	75	75
7	157	79	78
8	150	75	75
total	457	229	228

Schedule

MS **2019 - 2020** Start - Teacher 7:45 / Student 7:55
Dismissal - 2:35 student dismissal / Teacher dismissal 2:45
2020 - 2021 No change depending on bus schedules

Master schedule: 2 cohorts of students: Students will alternate days: A/B, Planning, AB providing time in midweek for cleaning, regrouping for learning, midweek reflection)
Students will attend school for 2 days and access remote learning for 3 days.

A day	B day	planning	A day	B day
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6th Grade - continue with 9 periods but combine humanities together and science and math together in blocks for less movement in the building

7th/8th Grade (Modified Block)

4 - 80 minute blocks and 1 -40 minute block

2 -80 minute blocks will be the academic classes (English, Science, Social Studies, Math) and specials would be scheduled in the remaining blocks/periods

New Paltz Middle School Schedule 2020-2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group 1 In School building	Group 2 In School building	Teacher planning and professional development. Sanitize School. Office hours	Group 1 In school building	Group 2 In School building
Group 2 Remote learning at home	Group 1 Remote learning at home		Group 2 Remote learning at home	Group 1 Remote learning at home

Arrival and Dismissal

Arrival:

- ☐ We will use three doors in the back of the building for social distancing entrance to school - there will need to be trained staff at each door for temperature checks. Students will have to stagger exits from buses
- ☐ We will have to expand the walker/pick up entrance to 2 entrances based on volume and social distancing protocols. We will need trained staff at each front door to complete temperature checks
 - ☐ Concern/preparedness for inclement weather at arrival and dismissal

Dismissal:

- ★ Students leave building at dismissal, a staggered dismissal to ensure social distancing
- ★ Multiple exits will be utilized for students to access buses - parent pickup remains the same - students leave building and walk to parents in their cars

MS considerations:

- Band and Chorus - small group ensembles possible within student cohorts - chorus will most likely have to be remote only
- Staggered bell schedule to keep student traffic in the hallways limited
- Breakfast - classrooms or outside
- Student arrival -Social distancing will be required in a staggered arrival.
- Temperature checks will be completed at the student entrances.
- Students will have to go to cohort classroom upon arrival to the building
- Students will not use lockers we must be mindful of the weight of the backpacks
- Students not in the building will have to access remote learning.
- Lunch will take place in classrooms or outside.
- Restroom usage will be monitored.

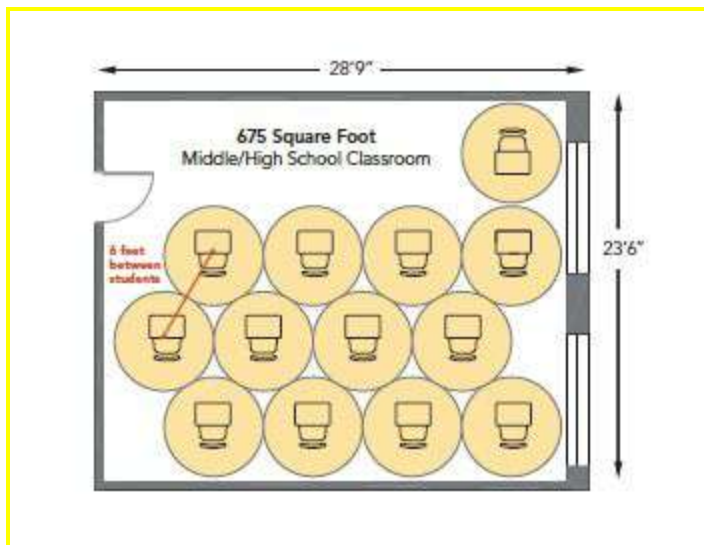
- Remote instruction must be structured/scheduled/streamlined with accountability built in for attendance and grading.
- Feedback/Training for staff on remote instruction to make improvements
More interdisciplinary work and project based learning
- Platform to use for tracking assignment and grading - Google Classroom or Power School.

High School

Social Distancing

NPHS building access is limited in accordance with health and safety guidelines. Visitor access is restricted. Six-foot separation is maintained whenever possible for both staff and students, and efforts are in place to limit mixing groups of students. Bus occupancy will demonstrate new capacity limits and seating guidelines, per health and safety expectations. Efforts are underway to organize entrance and exit to buses so that social distancing among students can be maintained.

Per NYSDOH regulations, social distancing will be observed in every classroom. The capacity of each classroom will be limited to approximately 12 students.



With classroom capacities limited to 12 students per classroom, the current enrollment of students broken down into sections of 12 students would yield the following:

Grade	Enrollment	Sections @12/CRoom	CRooms/ period	Group 1	Group 2
9	187	16	8	96	91
10	187	16	8	91	96
11	157	13	7	84	73
12	221	19	10	108	113
	752		33	379	373

Grade 9, for example, has 187 students enrolled. Sixteen class “sections” would be needed to provide sufficient space for observing social distancing expectations. At any time, Grade 9 would need at least 8 classrooms per period to house one-half or one group of students.

Special Education

Special education services for students with disabilities may include increased time for synchronous instruction and explicit expectations for greater consistency. Instructional delivery may be designed to ensure the least restrictive environment (LRE) as required by their IEP. As needed based on IEP goals, this may include in-person specialized instruction. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools. The student support model may be complemented by enhanced professional development for staff and training for caregivers. When necessary, virtual meetings may be used to convene special education procedural meetings, such as local screening committee, reevaluation, eligibility, IEP teams, etc.

ELLs

Services for English Language Learners (ELLs) may include a defined minimum time allocation for English language development instruction within the student’s schedule, with opportunities for extended instructional time provided to recently arrived ELLs, students with limited or interrupted formal education (SIFE), and ELLs identified for interventions. Bilingual counseling, social work services, and psychology services may be available to support students’ social-emotional needs and academic advising. Family outreach and education may be provided to support families’ understanding of distance learning models and how to support their children’s learning.

Instructional Models

NPBS Families may choose from participation in a fully remote environment or in-person instruction with social distancing. The chart below provides information on these two models for scheduling, grouping, courses, and health protocols.

	Full-Time Remote Instruction/School Closure	In-Person Instruction at NPHS with Social Distancing
Schedule	<p>All Grade Levels: Four days of interactive instruction (asynchronous) and one day of independent learning (asynchronous) per week.</p> <p>BOCES students attend BOCES on Tuesday with Friday as independent learning day.</p> <p>Students will follow the high school bell schedule.</p>	<p>All Grade Levels: At least two full days of instruction in-person at school each week.</p> <p>Specialized instruction will be provided, as appropriate, such as ELL or special education services required by the IEP for students with disabilities.</p> <p>Students will be engaged in independent (asynchronous) learning on the days students are not in the school building.</p>
Grouping	<ul style="list-style-type: none"> Students are responsible for participating in remote learning when not present in school; 	<p>Two Cohorts</p> <ul style="list-style-type: none"> Students remain with a core group of students throughout the day; Students assigned to Group 1 or Group 2 based on an approximate alphabetical split of last name (A-K and L-Z); Families with different last names follow the schedule of the eldest child in the household - parents may choose to split siblings to accommodate resources on remote days; Whenever possible, siblings will be assigned to the same in-person attendance cycle to simplify family arrangements; Student groups will require further adjustment to accommodate special programming (i.e. BOCES, ENL, SWD)
Courses	<p>All courses required by the New York State Education Department Standards are offered.</p>	<ol style="list-style-type: none"> All courses required by the New York State Education Department Standards are offered. Programs and electives will be offered

	<p>There is no guarantee that all programs or elective courses will be offered.</p> <p>General classroom instruction in remote or in-person settings at all levels will feature whole group, small group, and individual support.</p> <p>Courses will be delivered primarily through Google Classroom and Google Meet</p>	<p>when possible.</p> <p>3. General classroom instruction in remote or in-person settings at all levels will feature whole group, small group, and individual support.</p> <p>4. Courses will be delivered primarily through Google Classroom and Google Meet.</p>
Health Protocols	Not applicable	<p>Staff will guide students on health and safety protocols, following New York State Department of Health guidelines. All staff and students must wear face coverings as developmentally appropriate in accordance with NYSDOH guidelines.</p> <p>Schools will provide masks to students unable to provide their own. Six feet of social distancing will be maintained whenever possible.</p>

In-Person Instruction with Social Distancing

To ensure students and staff can meet physical distancing requirements, instructional delivery under this model requires a reduced schedule of in-person learning. Students participate in virtual learning on days when they are not present in a school building. This structure involves a rotating day schedule for in-person and virtual instruction with groups of students attending at their school on assigned days each week.

The schedule below illustrates how it might look to serve half of the students at the school on two days (TBA) and the other half at the school on two days (TBA). Students who are not attending in-person on any given day—including Monday—participate in independent online learning, using digital curriculum resources and instructional tasks assigned by their teachers. Students are assigned to Group 1 or Group 2 based on an alphabetical split by last name (A-K and L-Z). Families with different last names will follow the schedule for the eldest child in the household. Schools will adjust student group assignments, as necessary, to accommodate special programs.

Depending on the level of risk identified by the NYS DOH for Ulster County and according to public health data at the time school reopens, the number of students served each day could vary. Capacity limitations may require decisions to prioritize in-person instruction for the highest needs populations, such as students with disabilities, English learners, and primary grade students. On the other hand, if a substantial number of families opt for full-time online instruction, students choosing in-person learning may be able to be served at the school more than twice per week.

Decisions about bell schedules at each school and adjustments to the percentage of the student population attending a school each day will be finalized as division leadership processes additional stakeholder feedback on implications for students, families, and staff. Individual schedules for in-person rotations at the school will be finalized and communicated in mid-August 2020, as family enrollment data is collected and assessed.

HS - ALL GRADES WEEKLY SCHEDULE FOR IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group 1 IN SCHOOL	Group 1 ONLINE AT HOME	Student Independent work or teacher-directed intervention and support. Teacher planning and professional development. Sanitize School.	Group 1 IN SCHOOL	Group 1 ONLINE AT HOME
Group 2 ONLINE AT HOME	Group 2 IN SCHOOL		Group 2 ONLINE AT HOME	Group 2 IN SCHOOL
SWD	SWD	SWD	SWD	
	@BOCES*			

*BOCES Students will attend two days of school in addition to one day at BOCES (Group 1).

Full Time Remote Instruction or if School Closure occurs

The Full Time Remote Instruction Plan offers families the option of a full-time online instruction as an alternative to in-person instruction within the NPHS school building. Family decisions to participate in this model are made based primarily on concerns about the potential for virus exposure with attendance at a school site. This option is available for any family with the commitment to continue full-time online instruction for the entire school year. If health conditions improve that would allow NPHS to resume in-person instruction for all students, the district will reassess its operating status and any additional options for families at that time.

Family Commitments

Families are asked to communicate their intent to participate in this model no later than mid-August and commit to continuing with full-time online instruction for the full academic year. Families should be prepared to support their children's active participation in all online learning activities. They will need to ensure their children have adequate space, materials, and technology access for their daily online instruction, requesting school assistance to provide a laptop and internet service, as needed. Families will need to be ready to follow the established

daily learning schedule and will need to work with high school staff to arrange for their children to participate in standardized assessments and other mandated educational activities.

Schedules

This model involves four days per week of teacher-directed/asynchronous instruction (Monday through Friday) and one day per week of independent online learning (Wednesday). Certain students may be identified to receive additional intervention or specialized instruction on Wednesday to meet their program needs, such as IEP goals.

Students taking courses through this full-time online model are likely to have larger class sizes than their peers taking the same course in-person with social distancing at the school. Individual schedules for online instruction will be finalized and communicated in mid-August 2020, as family enrollment forms are collected and processed.

Courses will follow an A and B Day Block Schedule format with independent learning occurring on Wednesday. BOCES students will attend Ulster BOCES on Tuesdays in addition to participating in A and B day courses.

HS - ALL GRADES WEEKLY SCHEDULE FOR FULL-TIME REMOTE LEARNING				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ONLINE AT HOME A DAY	ONLINE AT HOME B DAY	Student Independent work or teacher-directed intervention and support. Teacher planning and professional development.	ONLINE AT HOME A DAY	ONLINE AT HOME B DAY
SWD	SWD	SWD	SWD	
	@BOCES*			

CURRICULUM

All courses necessary to fulfill Standards of Learning and graduation requirements are guaranteed for students. However, it is not certain that students will be able to participate in all courses they originally selected, including electives, honors sections, and special programs. Families should recognize that full-time online instruction may not be able to support some specialized programs and course offerings that would otherwise be available to enhance student options and experiences, such as Advanced Placement (AP), University in the High School, and certain career and technical education (CTE) and fine arts electives.

Specific course offerings will be dependent on matching student course requests to teacher availability. NPHS will expand online course offerings to fulfill all state requirements and will adjust traditional service models for special education, ELL, and advanced academic programs to accommodate the full-time virtual learning environment. High school curriculum will vary based on course enrollment, with students having the opportunity to access core and elective courses necessary to fulfill graduation requirements. When a cohort model cannot be established for a course or grade level, a hybrid model may be leveraged, in which staff support a combination of in-person and online learners using blended learning strategies and digital resources.

PREPARING FOR FUTURE SHUTDOWNS

Changes in public health data could necessitate rapid adjustments to the district's operational approach at any time in the 2020-21 school year. Students, families, and staff attending in-person with social distancing in the NPHS building should be prepared for the potential of building closure on short notice. District leaders will communicate promptly to staff, students, and families in the event that local health conditions warrant school closure or a change in instructional delivery. In the event of closure, NPHS will implement an emergency model of full-time online instruction for all students.

Experts studying health trends for COVID-19 and past pandemics recognize that there is the potential for a range of shifts in public health risk as we move toward eventual stability. As we begin to ease social distancing, we work from an assumption that the worst is behind us. However, analysis of historical data and trends from other areas of the world experiencing COVID-19 suggest the likelihood that we will see a resurgence in cases. This resurgence could take the form of a spike, possibly in late fall when flu season also prompts more COVID-19 transmissions.

Safety Protocols

During a health closure of the NPHS building, no students would be allowed in school buildings for instruction. Staff would access buildings for critical purposes, as permitted within health department guidelines. In rare circumstances when a necessary specialized service cannot be provided remotely, individual students may be permitted into the NPHS facility by appointment and with strict mitigation strategies in place.

Instructional Practice

In the event of a shutdown, all instruction for the affected schools would be delivered online through enhanced distance learning practices. These virtual practices would reflect lessons learned from spring 2020 and would include expanded digital curriculum resources, as well as additional staff training. The district's ongoing expansion of technology, connectivity, and blended learning strategies across grade levels and curricular areas will ensure NPHS students are able to access high-quality, rigorous instruction even in the event of a school closure. The

district will continue to document effective virtual learning strategies and provide professional development and family resources in order to prepare for a possible transition to online learning.

Schedules

Class schedules in an emergency online learning approach will mirror schedules used for students whose families requested full-time online instruction for the school year. See the sample full-time online instruction schedule illustrated in the prior section. In full-time online instruction, all high school students will receive four days per week of teacher-directed/synchronous instruction and one day per week of independent/asynchronous learning.

Medically Vulnerable Populations

Medically vulnerable populations are defined as those who are at increased risk for severe COVID-19 illness and individuals who may not feel comfortable returning to an in-person education environment. If a grade K - 12 student is considered to be part of this population, they will still be assigned to a cohort in the event that their status changes, but will be required to participate in daily distance/remote learning. If a student falls into the vulnerable population, the parent/guardian must notify their respective building so that their in-person attendance can be excused and arrangements can be made to gather needed instructional materials and resources.

September 2020 Instructional Calendar

2020 - 2021 Calendar Changes To prepare students and staff for a smooth transition into our learning models, the District has made the following changes to the 2020 - 2021 instructional calendar.

- September 1 through September 4 will be designated as Superintendent's Conference Days
- September 8 through September 11 will be designated for K - 12 Student Orientation/Transition (defined below)
- September 14 will be the start of K - 5 hybrid learning & 6 - 12 remote and in person instruction.

K - 5 Student Orientation/Transition: To prepare all K - 5 students for reopening, there will be two in-person orientation days, as noted on the below calendar. This will allow for K - 5 students to meet their teacher, gather needed instructional materials, learn new health and safety protocol, and receive an overview of what learning will look like under the hybrid model.

6 - 12 Student Orientation/Transition: To prepare all 6 - 12 students for reopening, September 8 - September 11 will be designated as a time for students to gather any needed instructional materials/supplies from their respective school. To avoid large gatherings, a staggered schedule will be developed, which will be distributed in late August. Grades 6 - 12 students will also engage in remote online meetings with their teachers during this week to learn more about course requirements.

Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at scarbon@newpaltz.k12.ny.us or 845-256-4010.

For more information about how health and safety protocols and training will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and students comply with communication requirements, the New Paltz Central School District will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must 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.

Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the main entrance to a check-in point at the security station.
- A face covering must be worn by all individuals, students, staff, and visitors on the New Paltz Central School District property when social distancing cannot be maintained.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by New Paltz Central School District daily.

Daily Health Screening

- Prior to entering all New Paltz Central School District Locations, individuals must complete a health screening questionnaire. This questionnaire is accessible through the New Paltz Central School District website or a QR code is posted at all main entrances that provides a direct link to the survey using an iPhone or android phone.
- Staff should complete this screening prior to arriving at work via the electronic submission form.
- Although filing of the health survey is preferred to be done online, paper copies of the questionnaire for visitors will be available at security stations.
- Staff will be required to monitor their own temperatures prior to arrival on campus and throughout the day. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Students and visitors will be screened for temperature at arrival.
 - Parents are encouraged to monitor for temperatures and symptoms prior to sending their student on a bus, however students will be screened at arrival for temperatures.
 - Visitors will have their temperatures taken upon arrival.
- All staff must sign in and out of each building with the security desk **each** time they enter and exit the building.
- Students will be signed in and accounted for, as without fever/symptoms, and able to attend school through attendance roll.
- For multiple individuals entering the building simultaneously, they will be required to stand at the marked out locations on the floor, maintaining social distance until they can be signed in and screened.
- Corridors will be created (outside, but preferably covered) where individuals can enter the facility when in-person screening is utilized.
 - Multiple lines and entrances will be coordinated, if needed to reduce crowding.
 - Markings (whether in tape or otherwise) will be placed on the ground or in the corridor to indicate six (6) foot lengths to provide for greater social distancing for individuals while in line.

- Only after all individuals have been accounted for, cleared through the medical screening and wearing proper face coverings, will access to the building be granted.
- Should a person fail the health screening, they will not be allowed to enter the building. Please reference the Suspected or Confirmed COVID-19 Case section for guidance.

Social Distancing

- All individuals on the New Paltz Central School District premises must maintain social distancing and face covering when social distancing cannot be maintained.
- Proper social distancing is defined as a six (6) foot separation between individuals. When social distancing is practiced, such as in an isolated office or large meeting space, the individuals may remove their face covering. However in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn.
- Ensure six (6) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If an area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distance separation will be using tape or signs that denote six (6) feet of spacing 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 we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method. This can be accomplished by singing or humming the happy birthday song twice;
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can aerolize germs);
 - Use of no-touch/foot pedal trash can where feasible;
 - Extra time in the schedule to encourage frequent hand washing.

- Students and staff should wash hands as follows
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;
 - When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and students must be monitored and supervised when using these. Using hand sanitizers should include:
 - Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
 - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times when a six (6) foot social distance cannot be maintained.
- All visitors check in at Security for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING FORM which can be found by scanning the QR Code posted on all doors.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: TBD. Each document must be named indicating the location and date, following this format:
LOCATIONMMDDYYYY.pdf.

Vendors

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times when six (6) foot social distance cannot be maintained.
- All vendors must report to the Operations and Maintenance building first for temperature screening and to fill out the COVID-19 CHECK-IN SCREENING FORM. This will indicate to all other Security locations that the vendor has been screened.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or via Google Meet, or ZOOM, when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the receptionist/designee must scan the sign-in/out documents and send them individually to: TBD. Each document must be named indicating the location and date, following this format:
LOCATIONMMDDYYYY.pdf.

Training

The New Paltz Central School District will train all personnel on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

The New Paltz Central School District will ensure all students are taught or trained on 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. Additional training will be provided in:

- Prevention of disease spreads by staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and students with up-to-date education and training on COVID-19.
- Risk factors and protective behaviors (i.e., cough etiquette and care of PPE).

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

Training for Screeners

The New Paltz Central School District will identify individuals familiar with CDC, OSHA protocols, and DOH guidelines in each building who will be a trained screener.

Screeners will wear appropriate employer-provided PPE, including at a minimum, a face covering, temperature screenings and social distancing. If social distancing or barrier/partition controls cannot be implemented during screening, PPE should be used when within six (6) feet of a student.

Training topics for all staff and substitutes

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - [Hand washing video](#)
- Proper cough and sneeze etiquette
- Social Distancing
 - Provide training for faculty/staff on how to address close contact interactions with students as part of every day job tasks.<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
 - Entrance into the building
 - Cleaning procedures
 - Sick child pick up
 - Staff who are sick or suspected to be sick<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques
 - Cleaning and disinfecting<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- Hazard Communication – Right-To-Know
 - Proper use of chemicals and Safety Data sheets
 - <https://www.osha.gov/dsg/hazcom/>
 - No chemicals from home
 - Transfer of hand sanitizer in smaller containers
 - List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Exposure Control Plan – with a focus on Pandemic/COVID-19
- Personal Protective Equipment - PPE
 - Update Hazard Assessment and PPE Selection Worksheet for all identified employees
 - Proper type, use, and size
 - Cleaning and sanitizing of the face covering (if applicable)

- Provide training for staff and students on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Use of face coverings (donning/doffing) (cloth vs. surgical)
 - [Face coverings don/doff video](#)
 - <https://www.youtube.com/watch?v=PQxOc13DxvQ>
- Respirator Protection (N95 - required for identified employees per NYS)
 - Inclusive into your existing Respirator Protection Program or can be a separate Respirator Protection Program for medical staff only
 - Training provided for identified personnel only
<https://oshareview.com/2020/04/osha-requirements-for-occupational-use-of-n95-respirators-in-healthcare/>

Signs and Messages

[Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread pdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).

When Students Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.
https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf

Space Design and Capacities

General Office Area

- Where applicable all small spaces will be limited to one (1) individual at a time.
- In a multiple occupant office, occupancy will be reduced to 50% normal load in addition to maintaining at least 6ft of separation between individuals.
- Additional protective barriers such as polycarbonate screens or strip curtains will be utilized to create a physical separation without hindrance to egress or airflow.
- Workstations will be reconfigured so that employees do not face each other, or establish partitions if facing each other cannot be avoided
- Face coverings should be worn in these multiple use office settings.
- Additional breaks may be allotted to allow individuals time to leave the space to remove their masks. Specific determination of these conditions will be determined by the individual's program supervisor.
- Where possible the New Paltz Central School District will establish additional shifts to reduce the number of employees in the worksite at one time.

- Will stagger shift 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
- Will reduce tasks requiring large amounts of people to be in one area
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

Conference Rooms

- Will limit in-person meetings (refer to NYS guidance), if virtual meetings are not feasible
- If meetings are to occur in person, they will be conducted in a quick manner
- Social distancing among participants will be required
- Linger and socializing before and after meetings should be discouraged

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 6 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their private offices or classrooms; in their vehicles or outside at the picnic table throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 6ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas is discouraged.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Restrooms

- All bathrooms regardless of size will be limited to one person at a time.
- Individuals must knock before entering a bathroom to ensure there is no other occupant present.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective

equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.

- Signage will be posted on entry indicating one person at a time.
- Automatic hand dryer use will be discontinued and replaced with touchless paper towel dispensers.
- Touchless water fixtures will be installed where applicable.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be specific and determined based on the overall square footage of the space.
- Each Student, teacher and support staff will receive not less than 6 ft. of separation from others.
- Additional considerations will be taken into account for space utilized for classrooms and teaching material.
- Overall class sizes will be reduced to accommodate all safety parameters.
- Students, teachers and support staff will be required to wear a proper face covering.
- Where possible, special teachers and PPS staff will travel to the classroom to provide instruction.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Create “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:

- Individual exam rooms
 - Polycarbonate barriers
 - Retractable dividing curtain walls.
- Isolation Room/s
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.
 - *Reference the Isolation Room/s section for additional information.*

Isolation Rooms

- Where applicable, separate, independent room/s with a door in close proximity to the exterior will be utilized for quarantining individuals who present with symptoms representative of COVID-19.
- Where excess space is not available. Nurse stations will be equipped with dividing curtains allowing for both a physical divide and at minimum 6ft of separation.
- These rooms have been identified in each building
 - Duzine Elementary School - Room # TBD
 - Lenape Elementary School - Room # TBD
 - New Paltz Middle School - Room # TBD
 - New Paltz High School - Room # TBD

Security Vestibule/Reception areas

Security Stations will remain at all entrances of each building.

- Where a multi- entrance design is used, additional security posts will be instituted.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.
- Floor demarcations have been installed to indicate where visitors shall stand to maintain social distance.
- Reception areas have had seating removed or adequately spaced to provide at minimum of 6ft of separation.
- Frequently touched materials such as magazines have been removed.

Computer Labs

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of computer labs and keyboard will be frequent
 - Keyboards will be wiped and disinfected before and after each use.
 - Keyboard covers may be utilized to aid in the cleaning and disinfection process.

- Students will be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs
 - Area rugs
- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable.
 - Polycarbonate barriers may be installed to create a physical barrier.
 - Desks should be arranged so as to not face each other.
 - Small reading nook use should be discontinued unless:
 - limited to one person at a time.
 - Cleaned and disinfected routinely
- Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing.

Engineering Controls

- Portable hand wash stations will be installed in the main entrances of each building.
- Alcohol based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
 - Limited to one occupant at a time.
 - Automatic hand dryer use will be discontinued
 - Touchless soap dispensers are in place at each sink
 - Touchless paper towels dispensers have been installed
 - Touchless faucets are currently in most bathroom spaces
 - Areas where old style fixtures exist- they will be replaced as applicable
 - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle
- Vestibules/Reception Areas
 - Polycarbonate barriers will be installed to provide protection for New Paltz Central School District staff and individuals visiting the campus.
 - Barriers have been designed in accordance with New York State Fire Code
- Water Fountains
 - As required by New York State Code a potable water supply will be provided per 150 occupants, but not less than one source per floor.
 - To reduce cross contamination the bubbler/drink spout has been removed or disabled.

- Automatic/touchless bottle filling equipment is installed in place of the drink spout.
- Additional bottle filler stations will be installed where necessary.
- These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
 - All Corridor floors and Stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open using electromagnetic hold-open devices to minimize the need to touch doors.
- Temperature Screening Equipment
- Exterior Tenting and Corridors
- Medical Isolation Tents

Ventilation

- When ambient air temperatures allow, the district will increase the amount of outside air being delivered to occupied spaces. This will be accomplished by increasing the opening setting for outside air dampers (up to 100%).
- The district will encourage the opening of windows and interior doors when ambient air temperatures allow.
- The district will increase its ventilation preventive maintenance plan (PMP). This will include, where applicable, checking motors, belts, bearings and outside air dampers (including actuators & linkages).
- The district will utilize its energy management system (EMS) to supplement physical inspections.
- The use of pedestal and box fans in occupied locations will be discouraged.

Cleaning and Disinfection

The New Paltz Central School District will ensure adherence to hygiene, cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms

- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the Communications Section of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to 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. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient

- **Isolation** - 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 also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (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. Students should be escorted from the 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; Other considerations include:
 - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
 - Opening outside doors and windows to increase air circulation in the area
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- **Notification** - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the New Paltz Central School District will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- 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.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

The New Paltz Central School District has established protocols and procedures, in consultation with the local health department, about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in the New Paltz Central School District could include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH, a period that could range between 2-14 days.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
 - 7 metrics - NYS Dashboard
 - Schools will reopen if a region is in Phase IV and the daily infection rate remains below 5% using a 14-day average
 - Schools will close if the regional infection rate is greater than 9% using a 7-day average after August 1, 2020
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available.

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces. Plans for changes or additions to facilities that require review by the Office of Facilities Planning (OFP), will be submitted to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.

The New Paltz Central School District plans to meet the deadline for submission of Building Condition Survey or Visual Inspections on time. In addition, lead in water sampling will be carried out upon the reopening of school under conditions consistent with when the building is “normally occupied.”

Upon reopening, the district plans to increase ventilation, to the greatest extent possible. Water systems will be flushed in buildings that have been unoccupied.

Emergency Response Protocols & Drills

The 2020-2021 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

Areas will be identified in each school that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

Hold-In-Place

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one

- Listen for updates and respond accordingly

Evacuate

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders
- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building.
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Lockout

Lockout protocols will be the same, besides maintaining six (6) feet of space between students and staff in the area.

Lockdown

During a Lockdown, there will be a violation of the six (6) foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

Child Nutrition

All schools in the will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All meals provided during the public health emergency will be available at no cost to all children. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

New Paltz Central School District has identified Sharifa Carbon, Assistant Superintendent for Business, as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our Assistant Superintendent for Business, Sharifa Carbon.

School meals will continue to be available to all students, including those attending school in-person and those learning remotely.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

Meals Onsite

For students onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, 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.

Transportation

New Paltz Central School District will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students who are able, will be required to wear masks and social distance on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced. Members of the same household may be seated within 6 feet of each other.

Parents and legal guardians are encouraged to drop off or walk students to school to reduce density on buses.

All buses that are used every day by districts and contract carriers will be cleaned/ disinfected once a day. High contact sports will be wiped down after the morning (AM) and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district and whose schools are meeting in in-person sessions.

All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools. Parents who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

Cleaning and Disinfecting

Refer to the cleaning standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- *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
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus.
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses.
- All cleanings/inspections will be documented (via trackable log).

Bus protocols for a reported case of Covid -19 on a school bus

Director of Transportation, Maureen Ryan, will be notified, the district will then notify building administration and a plan will be implemented to contact parents of students on that bus.

Bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. Bus will be disinfected following CDC guidelines.

Students on Transportation

- 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 (6) 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 compelled to do so or denied transportation.

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID Awareness
 - New cleaning Protocols (buses, transportation center)
 - Handwashing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

Transportation Communication

- New Paltz Central School District will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles.

- New Paltz Central School District will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Survey parents regarding transportation including an "opt-out" option
- Remind students/parents/guardians that social distancing requirements extend to the bus stop.
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option).

Density Reduction, Social Distancing, Bus Capacity

- CDC guidelines suggest creating distance between children on the school bus when possible.
 - Seat one child per row, skip rows. This results in approximately six students on a 66-passenger bus. (90% capacity reduction)
 - Consider these restrictions when planning transportation routes
- As a density reduction strategy, another consideration is to seat one student per row, all students wearing masks. (*Source: National council on school facilities and cooperative strategies*).
 - This results in approximately 22 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 should sit and to mark six (6) foot distances in aisles
- Sneeze guards to protect the driver
- Do not seat students directly behind the driver.
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles.
- Provide additional adult supervision (monitors) on buses to manage social distancing.
- Students shall wear face masks (if required) while in transit when social distancing is not possible.
- If applicable, have an aide take student attendance/screening on every route, every day, to and from school. The attendance sheets should be documented in writing and retained for contact tracing.

Routing

- The New Paltz Central School District had developed multiple routing scenarios for administration to analyze different instructional scheduling options
 - Split sessions
 - Alternating days
 - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
 - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides if possible

- Limit student movement between bus routes
 - Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements).
 - If possible, mirror AM and PM routes, so bus riders are the same group each day.

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, the last student off the bus sits in the back when going home from school.
- Dismissal times will be staggered to best suit building needs and to promote social distancing.
- Adjustments will be made by buildings:
 - For unloading and entry, and loading and departure
 - Route timing which will be affected by delayed loading/unloading processes
 - Arrival and departure activities shall be supervised to ensure social distancing
- Will add or modify bus routes to reduce load levels on buses

Transporting to BOCES

- New Paltz Central School District will be transporting to BOCES and will follow similar protocols as previously described.
- New Paltz Central School District will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation.

Social Emotional Well-Being

In planning for our re-entry in September, the District is in the process of forming specific task force teams to examine the guidance provided by the Department of Health and NYSED. Our work is grounded in our beliefs that the most equitable opportunities for educational success rely upon the comprehensive support for students and families provided in our schools by our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing student's social emotional well-being - not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence.

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and

development. The pandemic has elevated the role of leaders in creating conditions to help students practice empathy, create social bonds across distance and adapt to new learning experiences. Before school resumes, school administrators will meet to create and build upon existing foundational assets within our school district and community-based organizations.

School Counselors, Social Workers and Psychologists will play an extremely important role in the adjustment period when buildings reopen and will be invaluable supports to students. In addition, it will be critical to continue to identify students who might be at risk for needing mental health support. As a school community we value continued and enhanced partnerships with parents and guardians to effectively communicate their children's needs with trusted school personnel. Such communication from parents and guardians will be pivotal in addressing student emotional health and well-being.

Staff and administrators will receive ongoing professional development and support to continue to see each child through a social emotional lens. We remain committed to supporting all students while maintaining our whole child commitment. We will also maintain our emphasis on providing resources for all staff to connect, heal, and build capacity. Supports include resources from Astor Services, Restorative Justice Education, Mental Health Association of Ulster County, and the Town of New Paltz, all which are current partners with the District. Additionally, all New Paltz Central School District employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to the New Paltz Central School District community through updated resources found on our website.

Professional development will be offered in early September which will include self-care strategies and tools for faculty and staff who work with students in order to identify students in need. The training will include the development of new protocols to meet the unprecedented needs occurring during the pandemic.

Transitions are important every year, and they will be even more complex this year as we phase into in-person or return to remote learning. Our District will support transitions in a culturally responsive manner while being mindful of the varying emotional needs as a result of the health pandemic.

The following considerations are guiding our building level planning:

Emotional reactions to quarantine may include, but are not limited to

- Emotional or mental health changes
- Fear and anxiety about one's own health and the health status of loved ones
- Stress from the experience of an international pandemic
- Overall quarantine fatigue
- School avoidance and/or disengagement
- Emotions faculty and staff may have about being unable to perform normal work or parenting duties during quarantine
- Mixed emotions, including relief after experiencing a quarantine

Continue addressing social-emotional health

- Establish and sustain a culture that supports and emphasizes mental health services for faculty, staff, students
- Introduce Social Emotional Learning (SEL) concepts for staff/faculty:
 - In areas of SEL competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making

School mental health professionals will continue to

- Provide families and staff referrals to mental health resources
- Promote tools and strategies to build resilience (SEL competency)
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports

Attendance, Attendance Reporting and Chronic Absenteeism**Attendance and Attendance Reporting**

All schools in the New Paltz Central School District will take daily attendance whether school opens in September in-person, hybrid, or remote. Attendance policies and procedures will be communicated with families and students prior to the start of the school year or if the instructional model changes during the year. Communication will take the form of building level parent letters/newsletter, robocalls, emails, text messaging, and social media. Teachers will record daily attendance in PowerSchool, our student management system based on the required daily scheduled student contact and engagement. Daily reports will be generated to identify students who are absent and/or chronically absent. Contact with the families will be made daily to determine reasons for absence and needs or barriers the student may have to participate in daily lessons.

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, the New Paltz Central School District, is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism. We recognize that many factors will influence student attendance, and may be greatly impacted by the instructional models provided; in-person, hybrid, and remote.

The New Paltz Central School District addresses chronic absenteeism as follows.

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction

- Explain the importance of attendance to the entire school community
 - Track daily attendance, tardies, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior.
2. Early Identification and Intervention
 - Each school regularly monitors attendance data and communicates with parents about issues as they arise.
 - Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
 - Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.
 3. Create a more positive school culture and a focus on engaging instruction
 - Evaluate and address your students' engagement in learning
 - Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
 - Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
 - Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. The New Paltz Central School District has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. The New Paltz Central School District recently gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. The district will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event, students and/or teachers do not have access, the district will take the necessary steps to meet their needs where plausible.
2. Conduct and/or maintain an inventory of equipment and other assets.
 - a. Identify which students, families, and staff have district assets in their possession.
3. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.
5. Arrange a "Helpdesk" system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

The New Paltz Central School District will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet or other web conferencing tool) and asynchronous technologies (i.e. Google Classroom or other LMS). In the event students do not have sufficient access to devices and/or high-speed internet, the district will provide the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students' homes, etc. The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Teaching and Learning

In an effort to assure high-quality teaching and learning, a continuity of learning plan will be developed for the 2020-21 school year. This plan will consider and plan for teaching and learning in-person, remotely, and through hybrid models of instruction.

In developing the plan we will rely on data gleaned through the COVID closure of spring 2020. We have received both quantitative and qualitative data in this regard and will build on that information in developing our plan. At the forefront of this plan will be efforts to ensure equity as well as quality for all learners.

All instruction in our district will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear, comprehensive, and accessible learning opportunities for all students. Such opportunities will be aligned with state standards. Flipped learning and project-based learning opportunities will be emphasized to both maximize the effectiveness of time spent in the classroom and increase student engagement while working remotely.

Additional support to teaching and learning will also be in place. For example, the school calendar typically includes one or more staff-only days before students arrive at school. Acknowledging the challenges that our teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days (four at the start of the 2020-2021 school year), on providing support to staff in the areas of social-emotional health and technology integration.

As we enter the new school year, teachers will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, special education students, English language learners, students who did not

engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Athletics and Extracurricular

Extracurricular Activities

The school district will determine what extracurricular activities may be allowed during the 2020-21 school year with the safety and health of the students and advisors being the priority. In making the determinations, factors to be considered will include, but not be limited to, social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings).

Interscholastic Athletics

The start date of fall sports was moved to Monday, Sept. 21st by the NYSPHSAA. Fall Regional and State Championship events have been cancelled. The seven-day practice rule has been waived, while maintaining current practice requirements. Geographic scheduling for games & contests is being encouraged. Schools would have the option, if permitted by state officials, to offer off-season conditioning workouts. Additionally, the NYSPHSAA recommended a Condensed Season Plan for Winter and Spring sports which can be found at <http://www.nysphsaa.org/>

Other

- The District does not have any plans to change or add to facilities upon reopening, but if additions are required, they would comply with all code requirements and will be submitted to the Office of Facilities Planning for approval
- The District is not scheduled to complete the Building Condition Survey in 2020, but is required to complete the Annual Visual Inspection and has contacted the Ulster BOCES Health and Safety Representative to complete the AVI
- The District will schedule Lead-in-Water Testing with the Ulster BOCES Health and Safety Representative as required by the NYS Department of Health
- The District reopening plan does not require the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation but if they become necessary, a detailed floor plan will be submitted to the Office of Facilities Planning
- The District does not have any plans for new building construction or temporary quarters, but if they become necessary, a project will be submitted to the Office of Facilities Planning
- The District does not have any plans for leasing new facilities, but if they become necessary, the District will consult with the Office of Facilities Planning
- The District does not have any plans for the use of temporary or permanent use of tents,

but if they become necessary, a plan will be provided that meets NYS Building Code

- The District reopening plan ensures that the existing number of toilet and sink fixtures meet the minimum standards of NYS Building Code
- The District does not have any project submissions dedicated to the following heading “COVID-19 Reopening” but if a project becomes necessary, they will be labeled as such.
- The District use of plastic separators in the cafeterias will comply with 2020 NYS Building Code
- The District does not operate a district/school run before and aftercare program.

Food Services

The District remains mandated, and is committed to, providing all students with access to school meals, which are in compliance with the Child Nutrition Program, each school day. This includes students in attendance at school and those who are learning remotely.

The District maintains its USDA Community Eligibility Provision status which allows for all students to receive access to breakfast and lunch at no cost to the family.

Food Services Contact Person:

Name: Sharifa Carbon, Assistant Superintendent for Business

Phone: 845-256-4010

Email: scarbon@newpaltz.k12.ny.us

Meal Distribution Program Similar to the distribution program which operated March 2020 - June 2020, students who are not present at school on school days will have the opportunity to receive meals through a delivery or pick up option. While meals (breakfast and lunch) are available at no cost to all students, parents/guardians will need to opt-in to the delivery and pick up distribution program so that the appropriate number of meals are prepared and distributed to the appropriate locations. (See Appendix K).

Teacher and Principal Evaluation

Teachers and Principals will continue to be evaluated pursuant the District APPR plan, which may be revised to reflect the current instructional models.

Budget and Fiscal Matters

The guidance from the New York State Education Department included various topics regarding Budget and Fiscal matters related to New York School Districts during the COVID-19 pandemic that can be found on pages 76 through 81 of the document “Recovering, Rebuilding and Renewing: The Spirit of New York's Schools.

This guidance provides information about how New York State has been impacted by the Pandemic and encourages schools to prepare the most responsible and flexible budget plans in these uncertain times. It is unknown to what extent the NYS economy will improve or worsen. The guidance goes on to provide a historical timeline of the development of the NYS Budget and the impact on School Aid and warns of the possibility of further mid-year State aid reductions. To date, there has been no additional funds for the implementation of this plan or any related mandates. Please see the guidance referenced above regarding other budget and State Aid topics (180 day requirement, Tax collection, impact of low attendance on state aid, etc).

APPENDIX ~ Required Written Protocols

APPENDIX A - HEALTH SCREENING FOR STUDENTS, STAFF, & VISITORS

Per NYSDOH, schools are prohibited from keeping records of student, staff and visitor health data but are permitted to maintain records that confirm individuals were screened and the result of the screening

Daily Temperature Screenings for Students & Staff: It is the expectation that students and staff have their temperature taken before arriving at school each day. In the event that a student or staff member has a temperature of 100.0 degrees fahrenheit or greater, they are expected to stay home.

Daily Symptom Questionnaire for Staff: It is the expectation that all staff members complete the daily symptom questionnaire before arriving at school each day. The district will be using an electronic application to complete the process. Upon arrival to the building each morning, staff will complete a short online acknowledgement form which states that they have completed and passed the daily symptom questionnaire and temperature check.

In the event that a staff member does not pass the screening they are expected to notify their administrator. If a staff member develops symptoms during the school day, or outside of school hours, they are expected to notify their administrator.

Periodic Symptom Questionnaire for Students: Every other week, the cohort of students who are reporting to school for in-person instruction will be asked to submit their verification of health screening form to their classroom teacher on Mondays.

Visitors: All visitors who are seeking entrance to a building, must complete the health screening and have their temperature checked and notify the security attendant/greeter of the results. Any visitor who does not pass the health screening will be denied entrance to the building.

Attachment #1 - Health Screening Questionnaire

Attachment #2 - Parent Verification of Health Screening Questionnaire

Health Screening Questionnaire

Have you knowingly been in close or in 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?

Please circle **YES** or **NO**

Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?

Please circle **YES** or **NO**

Have you experienced **any** symptoms of COVID-19, which cannot be attributed to any underlying medical conditions?

Symptoms may include:

- temperature of 100.0 degrees fahrenheit, or greater, in the past 14 days (including today)
- 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
- diarrhea

Please circle **YES** or **NO**

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?

Please circle **YES** or **NO**

If you've answered **NO** to all of the above questions, you have **PASSED** the health screening.

If you've answered **YES** to any of the above questions, you have **FAILED** the health screening.

Parent Verification of Health Screening Questionnaire

In accordance with NYSED Reopening Guidance, parents/guardians are advised to conduct daily health screenings for their children prior to sending them to school. When conducting the health screening at home, if your child does not pass the screening, they should not be present in school. The District will provide regular reminders of this screening requirement. A copy of this health screening verification will be sent home with students and they are expected to return the completed form upon their return to in-person instruction. Failure to return this form will result in your child being screened in the health office by the school nurse. A designated staff member will review these incoming forms and will communicate with the school health office staff regarding responses.

I, _____, parent/guardian of

Select one:

☐ I agree to complete the Health Screening Questionnaire and temperature check for my child on a daily basis.

☐ I would like for the school nurse to complete the Health Screening Questionnaire and temperature check for my child on a daily basis.

Parent Signature: _____ Date: _____

APPENDIX B RECOGNIZING THE SIGNS & SYMPTOMS OF COVID-19

Signs & Symptoms: (See CDC website for up to date symptoms.)

- Fever (100.0 degrees Fahrenheit or greater) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting and or Diarrhea

Students and staff exhibiting these signs, with no other explanation for them, should be sent to the school health office for assessment by the school nurse.

Staff Member Steps for Responding to Symptomatic Student/Staff Member: If a staff member suspects that a student or other staff member may have developed COVID-19 based on displayed/known symptoms, they are responsible for contacting the school nurse so that a further assessment can take place.

Isolation Area: (sent directly here while waiting for pick up)

Isolation Areas:

Central Office: TBD

High School: TBD

Middle School: TBD

Lenape Elementary School TBD

Duzine Elementary School: TBD

Who goes to isolation area:

- ☐ Students/Staff with a temperature of 100 degrees fahrenheit or greater
- ☐ Persons who are symptomatic
- ☐ Positive response to symptom questionnaire

APPENDIX B CONTINUED

Student Pick Up: School nurses should provide a referral to healthcare providers.

Expectations for Parent/Guardians: Know the above signs and symptoms. Do not send your child to school if they exhibit any of the symptoms. Notify the school if your child has developed any symptoms of COVID-19.

APPENDIX C - HAND & RESPIRATORY HYGIENE

Hand Hygiene: Students and staff must practice good hand hygiene to help reduce the spread of COVID-19.

Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Providing hand sanitizer, in accordance with NYS Fire Code, throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- At a minimum, students and staff should wash hands, as follows:
 - Upon entering the building and each classroom
 - After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops)
 - Before and after snacks and lunch
 - After using the bathroom
 - After helping a student with toileting
 - After sneezing, wiping or blowing nose, or coughing into hands
 - Before putting on and after taking off their face covering
 - Upon coming in from outdoors
 - Anytime hands are visibly soiled

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. 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.**

APPENDIX D FACE COVERINGS & SOCIAL DISTANCING EXPECTATIONS

It is the expectation that all persons in school buildings keep a social distance of at least 6 feet, whenever possible. In areas or circumstances where this is not possible, it is the expectation that a face covering is worn. The District will obtain and maintain an adequate supply of face coverings for school staff and students. All students and staff members must wear face coverings:

- Whenever they are in 6 feet of someone;
- In hallways;
- In restrooms;
- In other congregate settings, including buses

Note: Employees with healthcare provider documentation stating that they are not medically able to tolerate a face covering cannot be required to do so.

Students should not wear face coverings in cases where it would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction.

Student desks will be arranged to meet the minimum 6 foot requirements, in all directions, so that students can have times during the day when they are allowed brief mask breaks. Students will not be required to wear a mask while eating breakfast, lunch or snack.

To promote social distancing in common areas, the District will place directional markings on walls and/or floors to encourage one way traffic flow, as well as markings to indicate 6 foot distancing requirements in areas where students and staff may congregate.

APPENDIX E - MEDICALLY VULNERABLE POPULATIONS

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely.

High risk groups include:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
 - 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.

Staff Accommodations: If a staff member will be seeking an accommodation, due to being in a high risk group, or living with a person in a high risk group, they must notify the superintendent, in writing, that he/she intends on requesting an accommodation.

Any staff member who is requesting an accommodation will be required to submit medical documentation to the District 504 Coordinator setting forth the basis for the request as well as the accommodations being sought. The 504 Coordinator will evaluate such requests and may request additional medical documentation or request that the employee submits a HIPAA authorization for the disclosure of records related to the request being made. The District reserves the right to send an employee for a 913 medical exam or request that the employee signs HIPAA authorization allowing the District to speak with the employees treating physician or the physician of the high risk individual with whom the employee resides.

APPENDIX E - MEDICALLY VULNERABLE POPULATIONS - Continued

Student Accommodations: If a student, or someone residing in their household, is part of the above high risk categories, the parent/guardian should consult with their healthcare provider regarding prevention and provisions for best meeting the needs of their child/children in school, while protecting their health and safety, and to receive advisement on participating in in-person instruction. The District will work with the families to determine appropriate accommodations, which may include receiving distance/remote instruction.

APPENDIX F - RESPONSE FOR POSITIVE COVID-19 CASES

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee will notify the local health department to determine what steps are needed for the school community.

Schools are mandated to cooperate with state and local health departments contact tracing.

The District will collaborate with the local health department to determine the parameters, conditions, or metrics that will serve as early warning signs that positive COVID-19 cases are increasing beyond an acceptable level.

APPENDIX G - RETURN TO SCHOOL AFTER ILLNESS

Returning after non COVID-19 related illness:

Students and staff may return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider provide a note stating they are clear to return to school.

Returning after a confirmed diagnosis of COVID-19 or presumptive positive:

Students and staff may return to school:

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

Returning after completion of a quarantine due to contact with a confirmed case of COVID-19:

If an individual has been exposed to COVID-19, the District will follow the CDC's recommendation to institute a 14-day quarantine period. Any individual who has been exposed to COVID-19 may return to school after completing a 14 day quarantine.

APPENDIX H - CLEANING & DISINFECTIONS OF SCHOOLS

The CDC has provided reopening guidance for cleaning and disinfections, with specific guidance for schools. School wide cleaning must include classrooms, restrooms, cafeterias, libraries, playgrounds, and busses. The guidance provides a framework for cleaning and disinfection practices which includes:

- 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. Where disinfectants are used, products should be registered with EPA and the NYS Department of Environmental Conservation (DEC). Frequent disinfection of surfaces and objects touched by multiple people is important;
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (e.g., 1/3 cup of bleach added to 1 gallon of water or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children;
- Identifying cleaning and disinfection frequency for each facility and area type; and
- Maintaining logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

Considerations and training have been made regarding the safety of custodial staff and other people who are carrying out the cleaning or disinfection. The following high touch surfaces will be cleaned and disinfected throughout the day. These include:

- Tables
- Doorknobs
- Light switches
- Countertops
- Handles
- Desks
- Phones
- Keyboards and tablet
- Toilets and restrooms
- Faucets and sink

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

APPENDIX H - CLEANING & DISINFECTIONS OF SCHOOLS - Continued

- A cleaning schedule has been developed for cleaning and/or changing heating/air conditioning system filters. Windows, if it can be done safely, may be open and conducting classes outdoors are other strategies to increase airflow;
- 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. When the manufacturer's guidance is unavailable, consideration will be made to the use of alcohol-based wipes or spray having at least 70% alcohol per CDC Guidance. Surfaces will be dried thoroughly to avoid the pooling of liquids;
- Shared wind musical instruments will be cleaned between use, per the manufacturer's directions;
- Playgrounds will be cleaned per CDC guidance:
 - outdoor areas, like playgrounds, generally require normal routine cleaning, but do not require disinfection
 - spray disinfectant will not be used on outdoor playgrounds- as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public
 - high touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
 - cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended and will not take place.
- Sidewalks and roads will not be disinfected.
- shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use, per manufacturer's directions.

School Health Office Cleaning Health office cleaning will occur after each use of:

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

Disposable items will be used as much as possible including:

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

More information on cleaning health office equipment is on the New York State Center for School Health's website under COVID-19.

APPENDIX I - MODIFIED SCHOOL SAFETY DRILLS

The District is mandated to conduct required safety drills, but for the 2020 - 2021 school year we will modify the procedure to minimize risk of spreading infection through social distancing. Students will be instructed that in the event of an actual emergency requiring evacuation or lockdown, social distancing will not be required, and that the first priority will be getting to safety.

Evacuation/Fire Drills: Classes will be dismissed one at a time and each drill will be conducted over a one week period.

Lockdown Drills: Classroom teachers and staff will model and demonstrate procedures.

Bus Drills: Bus drills will happen within the first two weeks of the start of school.

APPENDIX J - DAILY INSPECTION CHECKLIST FOR COVID-19 SUPPLIES

It is the expectation that all staff members inspect their workspace/classroom daily for adequate supply of the following items and contact the noted individuals responsible for assisting you in obtaining these items

- ☐ Extra Face Coverings - Director of Buildings and Grounds
- ☐ Tissues - contact: Building Main Office
- ☐ Hand Sanitizer - contact: Director Buildings and Grounds
- ☐ Areas with Sinks - contact: Director Buildings and Grounds
- ☐ Soap - contact: Director Buildings and Grounds
- ☐ Paper Towels - contact: Director Buildings and Grounds
- ☐ Cleaner/Disinfectant - contact: Director Buildings and Grounds

APPENDIX K - MEAL DISTRIBUTION PROGRAM

All students will have access to free breakfast and lunch on each school day. Students participating

in distance/remote learning, on school days, will have the opportunity to receive meals through a delivery or pick up option. For students in attendance for in-person learning, meals will be delivered to the classroom.

The District will apply for the appropriate USDA waivers pertaining to meal distribution and pickup.

Meal Delivery: A survey will be sent out to parents/guardians to determine whether they want meal delivery. Parents/Guardians requesting meal delivery will need to complete an opt-in to delivery form so that the appropriate number of meals are prepared and distributed to the appropriate locations.

Meal Pick Up: Student rosters will be utilized during meal pickup ensuring that meals are distributed only to parents/guardians of children and to ensure duplicate meals are not distributed to any child.

Classroom Delivery: Meals will be delivered to the classroom, during scheduled meal times. Student rosters will be utilized to ensure student receipt of the school meal.