



**Altmar-Parish-Williamstown  
Central School District**

# **Reopening Plan**

**2020-2021**

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## District Information

DISTRICT: ALTMAR-PARISH-WILLIAMSTOWN CENTRAL SCHOOL DISTRICT

BEDS CODE: 460102040000

INSTITUTION ID: 800000055804

SUPERINTENDENT: LYNN RHONE

PHONE: (315) 625-5251

WEBSITE: [WWW.APWSCHOOLS.ORG](http://WWW.APWSCHOOLS.ORG)

## School Information

BUILDING: ALTMAR-PARISH-WILLIAMSTOWN ELEMENTARY SCHOOL

BEDS CODE: 460102040007

INSTITUTION ID: 800000074794

PRINCIPAL: JULIE WOOLSON

PHONE: (315) 625-5260

WEBSITE: [WWW.APWSCHOOLS.ORG](http://WWW.APWSCHOOLS.ORG)

BUILDING: ALTMAR-PARISH-WILLIAMSTOWN JR/SR HIGH SCHOOL

BEDS CODE: 460102040006

INSTITUTION ID: 800000040070

PRINCIPAL: JOSEPH OLSEN

PHONE: (315) 625-5200

WEBSITE: [WWW.APWSCHOOLS.ORG](http://WWW.APWSCHOOLS.ORG)

# Communication/Family and Community Engagement

## **Mandatory Requirements**

- Responsible Parties must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.
- Responsible Parties must develop a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.
- Responsible Parties must ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- Responsible Parties must encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.
- Communications must be provided in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

## **Mandatory Assurances**

- The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

## **Reopening Plan Stakeholder and Community Engagement**

*Altmar-Parish-Williamstown Central School District established a district-wide Reopening Task Force comprised of approximately 65 consistent members. The RTF began meeting on June 12, 2020, and met weekly through the end of July. The meeting dates were as follows: 6/12/2020, 6/19/2020, 6/23/2020, 6/30/2020, 7/10/2020, and 7/14/2020, and 7/28/2020.*

*Following the same work group structure as the NYSED Task Force, we broke into the following work groups: Communication, Health & Safety, Transportation/Facilities/Child*

*Nutrition, Social Emotional Well-Being, Teaching and Learning, Digital Equity and Access, Special Education, and Budget/Human Resources. Several other states had published guidance documents, so we analyzed those extensively to get a better idea of what would be required in our plan. Participants included administrators, faculty, staff, the faculty association's president and vice president, a board of education member, and community-based health providers. Several of the staff members are also parents, but additional input from parents was gathered through open and closed question surveys.*

Work Group	Name
Transportation, Facilities & Nutrition	Dave Bartholomew
Transportation, Facilities & Nutrition	Nate Metcalf
Teaching & Learning	Julie Woolson
Teaching & Learning	Shaun Carter
Teaching & Learning	Becky Wagoner
Teaching & Learning	Julie Dennison
Teaching & Learning	Vince Castellani
Teaching & Learning	Kristi Boudreau
Teaching & Learning	Matt Hill
Teaching & Learning	Michele Madden
Teaching & Learning	Crystal Fallows
Teaching & Learning	Tanya Rutter
Teaching & Learning	Maria Hendrix
Teaching & Learning	Megan Mattice
Teaching & Learning	Beth Dunham
Teaching & Learning	Diane Harvey
Teaching & Learning	Mary Faulkner
Teaching & Learning	Brian Kovalchik
Teaching & Learning	Jeanne Revette
Teaching & Learning	Stephanie Huebner

Teaching & Learning	Jess Auyer
Teaching & Learning	Heather Stone
Special Education	Tom Olsen
Special Education	Peggy Bennet
Special Education	Scott Stanard
Special Education	Sarah Ashby
Special Education	Michelle Rumble
Special Education	Danielle Sierotnik
Special Education	Shawn Rivers
Special Education	Kathleen Mahoney
Special Education	Maria Walter
Special Education	Meredith Furlong
Special Education	Carolyn Luckette
Social-Emotional Needs	Dawn Cooley
Social-Emotional Needs	Shannon Tanner
Social-Emotional Needs	Karen Oakes
Social-Emotional Needs	Nichole Fuller
Social-Emotional Needs	Rick Algie
Social-Emotional Needs	Britanny House
Social-Emotional Needs	Christy Metcalf
Social-Emotional Needs	Kristin Moses
Social-Emotional Needs	Crystal Reynolds
Health & Safety	Kathleen Gaffey
Health & Safety	Becky Trumble
Health & Safety	Cathy Goulet
Health & Safety	Kara Perkins
Health & Safety	Rebecca Breezee
Health & Safety	Amanda Beattie



Health & Safety	Derrick Smith
Health & Safety	Robin Bateman
Health & Safety	Michelle Dye
Health & Safety	Lynn Rhone
Health & Safety	Penni Clark
Health & Safety	Dave Poore
Digital Equity & Access	Krista Rozanski
Digital Equity & Access	Peri Nelson
Digital Equity & Access	Matt Frost
Digital Equity & Access	Jessica Halsey
Digital Equity & Access	Nancy Kather
Communication	Nick Godzak
Communication	Naomi Ryfun
Communication	Sue Thorp
Communication	Kelly Denny
Communication	Autumn Hardy
Budget, Fiscal, HR, & Staffing	Lorrie Burrows
Budget, Fiscal, HR, & Staffing	Joseph Olsen
Budget, Fiscal, HR, & Staffing	Hanna Weigel

- The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.

***Public Communications***

*To ensure regular and informational communications with the public, Altmar-Parish-Williamstown Central School District will implement the following methods of communication:*

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>
Local TV, radio, and newspapers	Administration/ Communications

District website - dedicated page for reopening: <a href="https://www.apwschools.org/domain/1070">https://www.apwschools.org/domain/1070</a>	Administration/ Communications
Social media platforms	Administration/ Communications
Prominent signage in buildings to promote health & safety guidelines that follow NYSDOH and CDC guidance: <ul style="list-style-type: none"> <li>Printed signs</li> <li>Digital signage</li> <li>Vinyl decals on floors, as needed</li> </ul>	Administration/ Communications
Town Hall Events, Meetings, Webinars, Rebel Alliance Newsletter	Administration/ Communications

***Parents/Guardians and Students***

*All public communications methods outlined above may be utilized by Altmar-Parish-Williamstown Central School District, in addition to:*

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>
SchoolMessenger	Building Principals
Emails to parents/guardians	Administration/ Teachers
Letters sent home from Administration	Administration/ Communications

***All District Staff***

*All communications methods outlined above may be utilized by Altmar-Parish-Williamstown Central School District, in addition to:*

<b><i>Communication Method</i></b>	<b><i>Responsible Party</i></b>	<b><i>Frequency</i></b>
Altmar-Parish-Williamstown Central School District all-staff email list	Administrators/Support Staff	Weekly or as needed
Newsletters, print and digital	Communications/Administrators	Monthly
SchoolMessenger	Building Principals/ Communications	As needed
Staff website	Communications/ School Administrators	As needed
Direct supervisor communications - phone calls and texts	Altmar-Parish-Williamstown Central School District Supervising Staff	As needed
Letters home, if necessary	Altmar-Parish-Williamstown Central School District Administration Members	As needed
Staff meetings	Altmar-Parish-Williamstown Central School District Administration Members	As needed

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

*Our Extended School Year students are creating videos to demonstrate proper hand-washing (at least twenty seconds with soap), how to wear a face covering, how to socially distance from one another (what 6 feet apart looks like), and using a tissue or elbow when sneezing or coughing. These videos will be posted to our social media sites and webpage, and they will be used as training for students once school reopens and students return. We have also worked with our PR department to develop social media posts reminding students of the health and safety protocols.*

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

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

- *Stay home if sick.*
  - *Cover nose and mouth with an acceptable face covering when unable to maintain social distance from others.*
  - *Properly store and, when necessary, discard PPE.*
  - *Adhere to social distancing instructions.*
  - *Report symptoms of, or exposure to, COVID-19, and how one should do so.*
  - *Follow hand hygiene, and cleaning and disinfection guidelines.*
  - *Follow respiratory hygiene and cough etiquette.*
- The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.

*Altmar-Parish-Williamstown Central School District works with CiTi BOCES Public Relations Department to ensure our website is ADA compliant.*

# Health and Safety

## ***Mandatory Requirements***

- Districts/schools must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction:
  - Ability to maintain appropriate social distance
  - PPE and cloth face mask availability
  - Availability of safe transportation
  - Local hospital capacity – consult your local department of health.
- Districts/schools must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing health and safety reopening plans. District/school plan should identify the groups of people involved and engaged throughout the planning process.
- District/school plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
- District/school plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.
- District/school plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.
- District/school plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.
- District/school plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- District/school plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.
- District/school plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.
- District/school plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.
- District/school plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.
- District/school plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.
- District/school plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.
- District/school plan has written protocol regarding students taking mask breaks.
- District/school has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.
- District/school plan has written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.
- District/school plan has written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.
- District/school plan has written protocol to clean and disinfect schools following CDC guidance.
- District/school plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
- District/school has written plan for district/school run before and aftercare programs.
- District/school must designate a COVID-19 Safety Coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

### **Mandatory Assurances**

- Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction:
  - 1) Ability to maintain appropriate social distancing or face coverings;
  - 2) PPE and face covering availability;
  - 3) Availability of safe transportation; and
  - 4) Local hospital capacity – consult your local department of health.
- Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.

### **Reopening Plan Stakeholder and Community Engagement**

*Altmar-Parish-Williamstown Central School District established a district-wide Reopening Task Force comprised of approximately 65 consistent members. The RTF began meeting on June 12, 2020, and met weekly through the end of July. The meeting dates were as follows: 6/12/2020, 6/19/2020, 6/23/2020, 6/30/2020, 7/10/2020, and 7/14/2020, and 7/28/2020.*

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Teaching & Learning	Jeanne Revette
Teaching & Learning	Stephanie Huebner
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Health & Safety	Lynn Rhone
Health & Safety	Penni Clark
Health & Safety	Dave Poore
Digital Equity & Access	Krista Rozanski
Digital Equity & Access	Peri Nelson
Digital Equity & Access	Matt Frost
Digital Equity & Access	Jessica Halsey
Digital Equity & Access	Nancy Kather



Communication	Nick Godzak
Communication	Naomi Ryfun
Communication	Sue Thorp
Communication	Kelly Denny
Communication	Autumn Hardy
Budget, Fiscal, HR, & Staffing	Lorrie Burrows
Budget, Fiscal, HR, & Staffing	Joseph Olsen
Budget, Fiscal, HR, & Staffing	Hanna Weigel

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

*Altmar-Parish-Williamstown Central School District utilized the Altmar-Parish-Williamstown Central School District communication plan identified in the Communication/Family Engagement Section of this document.*

### **Assessment and Isolation**

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

*Altmar-Parish-Williamstown Central School District requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.*

*Altmar-Parish-Williamstown Central School District requires that students and staff with symptoms of illness must be sent to the health office. Kathy Treat, RN (Elementary) and Sylvia Krupke, RN (JSHS) are available to assess individuals.*

*If a school nurse is not available, the School Principal (Julie Woolson – Elementary; Joseph Olsen – JSHS) will have to isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.*

*Altmar-Parish-Williamstown Central School District follows Education Law § 906, which provides whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall*

*immediately notify a local public health agency of any disease reportable under the public health law.*

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

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

- *Students should be escorted from isolation area to the parent/guardian;*
- *The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;*
- *Symptomatic students or staff members will follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.*

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

- *If a separate room is not available, Altmar-Parish-Williamstown Central School District will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,*
- *If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Altmar-Parish-Williamstown Central School District will call 911 and notify the operator that the person may have COVID-19;*

*Altmar-Parish-Williamstown Central School District staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. Employees should notify the parent/guardian if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider::*

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*

- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*
- *Emergency symptoms include the following and require immediate attention:*
  - *Trouble breathing*
  - *Persistent pain or pressure in the chest*
  - *New confusion*
  - *Inability to wake or stay awake*
  - *Bluish lips or face*

*PPE requirements for school health office staff caring for sick individuals must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) will be provided. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information; and Required guidelines for cleaning and disinfection.*

### ***Cleaning Protocol to Reduce Possibility of Transmission from Suspected Exposure***

*Altmar-Parish-Williamstown Central School District will take the following steps:*

- *Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;*
- *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.*
- *Altmar-Parish-Williamstown Central School District refers to the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts*
- *If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.*
- Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

### **Screening Protocol**

*Parents will be asked to assist with screening their children prior to sending them to school. This includes taking the child's temperature. A child with a temperature over 100 degrees Fahrenheit will not be permitted to attend school. (See Positive Screen)*

*Transportation staff may also assist with screening students. Any student not passing the required screening questions will not be permitted to board the bus.*

### **Screening Questions**

- *Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19*
- *Tested positive through a diagnostic test for COVID-19 in the past 14 days*
- *Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days*
  - *Please note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration*

during the screening process.

- *Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.*
  - *Quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to current CDC and DOH guidance, as well as Executive Order 205. For the most recent updates, check here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>*

### Screening Log for Staff/Visitors

ALTMAR PARISH WILLIAMSTOWN CSD									
If you check yes to the first three questions, please leave the building and contact your immediate supervisor. If you answer yes to the last question, report to your supervisor immediately for further directions.		I am exhibiting COVID-19 symptoms.		I have tested positive for COVID-19 in the past 14 days.		I have been in close contact with a confirmed or suspected COVID-19 case in the past 14 days.		I have traveled outside of NYS within the last week. If yes, which state?	
		YES	NO	YES	NO	YES	NO	YES	NO
Date	Print Name								
Should you anticipate to answer yes to any of these questions, please first call 315-349-3330.									
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### Positive Screen Protocol & Local Department of Health Contact Information

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing. Any individual who screens positive for COVID-19 prior to leaving their home, must stay home. Altmar-Parish-Williamstown Central School District faculty and staff should call the Oswego County COVID-19 Hotline at (315) 349-3330 for instructions on whether to report to work or stay home.

- *Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.*

- *Responsible Parties should provide such individuals with information healthcare and testing resources, if applicable.*
- *The District will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.*

*The District will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of school hours.*

*The District will establish policies, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol must include at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.*

- Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

*Any ill student or staff member must be seen by the school nurse to be assessed. If not available, the student's parent/guardian will be called for immediate pickup to be seen by a healthcare provider. Ill staff members will be required to leave and will be expected to follow up with a healthcare provider.*

- Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

*Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent to the isolation area and then home with instructions to contact their health care provider for assessment and testing.*

- *Students who are being sent home because of a positive screen (e.g., onset of COVID-19 symptoms) must be immediately separated from other students and supervised until their parent/legal guardian or emergency contact can retrieve them from school.*
- *Responsible Parties should provide such individuals with information healthcare and testing resources, if applicable.*
- *The District will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.*

- Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

*See above Screening Log*

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

*Altmar-Parish-Williamstown Central School District will utilize the Communications Plan outlined previously to disseminate the following to parents:*

#### What you should know about COVID-19 to protect yourself and others

**Know about COVID-19**

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

**Know how COVID-19 is spread**

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

**Protect yourself and others from COVID-19**

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

**Practice social distancing**

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

**Prevent the spread of COVID-19 if you are sick**

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

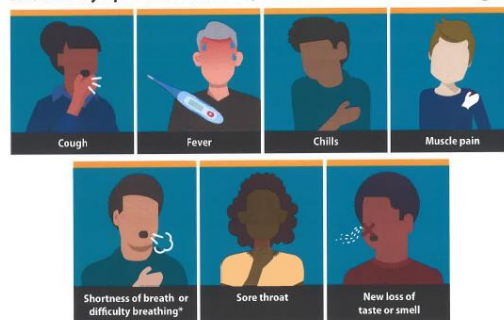
**Know your risk for severe illness**

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

#### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

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

#### Hand Hygiene Plan

*Altmar-Parish-Williamstown Central School District built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:*

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
- Use of alcohol-based hand sanitizers (60% alcohol or greater) in classrooms, offices, and hand-hygiene and PPE stations.
- We provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;



- *We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and*
- *Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.*

*Altmar-Parish-Williamstown Central School District provides the following:*

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

*All students and staff should wash hands, as follows:*

- *Upon entering the building and each classroom;*
- *After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);*
- *Before and after snacks and lunch;*
- *After using the bathroom;*
- *After helping a student with toileting;*
- *After sneezing, wiping or blowing nose, or coughing into hands;*
- *Upon coming in from outdoors; and*
- *Anytime hands are visibly soiled.*

### ***Respiratory Hygiene Plan***

- *All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Altmar-Parish-Williamstown Central School District provides tissues in each classroom and common areas.*
  - *No touch/floor pedal trash receptacles are available in each room and common area.*
  - *If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.*
  - *Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.*
- **Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.**

*Altmar-Parish-Williamstown Central School District defines social distancing as keeping a six foot space between yourself and others.*



*The District will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.*

*The District has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps our district is taking are listed below:*

- *The size of groups/cohorts of students are determined by the number of students who can be in each classroom while maintaining 6 feet social distancing.*
- *The District implemented the following staggered arrival plan:*
  - *Elementary: 8:50 – 9:20 am*
  - *JSHS: 7:30 – 8:00 am*
- *District Drop off plan:*
  - *Elementary drop off points are the Main Entrance Doors and the Doors at the front southern end of the building by the 4<sup>th</sup> grade wing. JSHS drop off points are Science Wing Doors and the Main Entrance Doors. The district recommends that parent drop off and student self-transport entries are confined to the loading dock doors at both buildings.*
- *Reduce in-school movement where possible*
- *Special Areas will be taught in a virtual setting*
- *The District has turned desks to face the same direction in all rooms, including staff members.*
- *The District will open windows when possible to improve ventilation.*
- *The District will keep individual student belongings separated and limit use of shared supplies to one group of students. Cleaning will occur between use by cohorts of students;*
- *Utilize to every extent possible digital options to reduce touching of paper, pencils, and other materials. .*
- *Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.*

### ***Vulnerable Populations***

*Students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, should meet with their principal or supervisor to discuss their specific situation and the factors that make them vulnerable.*

*The Altmar-Parish-Williamstown Central School District will conduct an interactive dialogue with the student, faculty or staff member regarding accommodations or modifications that can reduce their risk and to allow them to safely participate in their*

*work assignment or educational programming. The student, faculty, or staff member should provide the District with any information from their medical provider regarding their increased risk and/or recommendations for accommodations or modifications to reduce their risk.*

*Accommodations may include, but are not limited to, remote learning or telework, modified educational or work settings such as additional social distancing, providing additional PPE to individuals with underlying health conditions, or modifications to work schedules and educational programming. Accommodations must be designed to address the individual's increased risk to COVID-19 and to allow the individual to participate in the in-person educational or work environment.*

*The District will identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.*

*Any agreed upon accommodation or modification will be placed in writing and provided to the student, faculty or staff member and shared with faculty and staff at the District deemed necessary to implement the accommodation or modification.*

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

*Altmar-Parish-Williamstown Central School District follows [OSHA COVID-19 guidance for its employees](#) along with the [guidance put forth by the CDC](#) in partnership with our local health department.*

*Altmar-Parish-Williamstown Central School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department.*

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

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

*Altmar-Parish-Williamstown Central School District provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per Executive Order 202.16.*

*Altmar-Parish-Williamstown Central School District does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, they cannot be required to do so.*

*Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school; therefore, during instruction, when students are properly maintaining social distancing (at least six feet apart) face coverings will be encouraged but not required.*

*Face coverings should not be placed on:*

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

*Altmar-Parish-Williamstown Central School District provides instructions at the PPE stations to all students, parents/guardians and staff, contractors and vendors on:*

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

*Altmar-Parish-Williamstown Central School District provides acceptable face covering to employees (and students if they forget their own) and we have an adequate supply in case of need for replacement per Executive Order 202.16.*

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

### **Confirmed Case Protocol**

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

## **COVID-19 Testing**

*Altmar-Parish-Williamstown Central School District works with ConnexCare to provide school-based health services which comply with CDC guidance. At this time, the District does not conduct COVID-19 testing. The District does not require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.*

*If you need a COVID-19 test, please contact your health care provider. You may also visit <https://wellnow.com/covid-19/> to find out more about COVID-19 testing.*

*ConnexCare appreciates the opportunity to continue their partnership with the APW school district, offering comprehensive primary care and mental health services. ConnexCare looks forward to working with the District to provide services to support the health and safety of your students.*

## **Contact Tracing**

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

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

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

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

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

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

### **Return to School after Illness**

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

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

### **COVID – 19 Return to Work Protocols**

#### **Employee Has Tested Positive For COVID-19**

*Employee is to remain quarantined and may return to work if:*

- *10 days have passed since employee exhibited symptoms or since they tested positive if they are asymptomatic; and*
  - *at least 24 hours<sup>1</sup> have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications; and*
  - *at least 72 hour period where employees symptoms have improved*
- or**
- *at least 24 hours have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications; and*
  - *at least 72 hour period where employees symptoms have improved; and*

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<sup>1</sup> Change from 72 to 24 hours based on July 17, 2020 CDC guidance:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

- *employee has received 2 negative test results at least 24 hours apart.*

*Employee Is Symptomatic And Has Had Close Or Proximate Contact<sup>2</sup> With Someone Who Has Tested Positive For COVID-19*

*If employee is symptomatic, the employee is to remain quarantined and may return to work if:*

- *10 days have passed since employee exhibited symptoms; and*
- *at least 24 hours have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications; and*
- *at least 72 hours have passed where the employee's symptoms have improved*

***or***

- *at least 24 hours have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications; and*
- *at least 72 hours have passed where the employee's symptoms have improved; and*
- *employee has received 2 negative test results at least 24 hours apart*

*Employee Is Symptomatic But Has Not Had Close Or Proximate Contact With Person Who Has Tested Positive*

*If employee is symptomatic, the employee is to remain quarantined and may return to work if:*

- *14 days of quarantine have been completed*

***or***

- *at least 24 hours have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications, and the employee has felt well for 24 hours*

***or***

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<sup>2</sup> Within 6 feet of an infected person for more than 10 minutes starting from 48 hours before illness onset until the time the infected person was isolated.

- *the employee has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work*

**or**

- *the employee has a negative test result.*

*Employee Is Symptomatic And Has Had Close Or Proximate Contact With Someone Awaiting Test Results*

*If employee is symptomatic, the employee is to remain quarantined and may return to work if:*

- *the test result for the other person comes back negative*

**or**

- *the employee has a negative test result;*

**or**

- *10 days have passed since employee exhibited symptoms; and*
- *at least 24 hours have passed since employee had a fever (100.0 degrees) without the use of fever reducing medications; and*
- *at least 72 hours have passed where the employee's symptoms have improved*

**or**

- *the employee has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work*

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*Employee Is Not Symptomatic But Did Have Close Or Proximate Contact With Person Who Has Tested Positive*

*If the employee is not symptomatic, the employee is to remain quarantined and may return to work:*

- *after completing 14 days of self-quarantine; or*
- *the employee has had a negative test result after having had close or proximate contact with a person who has tested positive*



*However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:*

- *Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of the Health and Safety Coordinator; and*
- *Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and*
- *Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.*
- *Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.*
- *Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.*

*Employee Is Not Symptomatic And Has Had Close Or Proximate Contact With Someone Symptomatic And Awaiting Test Results*

*If the employee is not symptomatic, the employee is to remain quarantined and may return to work:*

- *after completing 14 days of self-quarantine; or*
- *the employee has a negative test result; or*
- *the person whom the employee had close or proximate contact with has a negative test result*

*However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:*



- *Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of the Health and Safety Coordinator; and*
  - *Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and*
  - *Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.*
  - *Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.*
  - *Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.*
- Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

### ***Cleaning of Shared Objects***

*Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.*

*Altmar-Parish-Williamstown Central School District has put in place measures to limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; the District also requires students, faculty, and staff to perform hand hygiene before and after contact.*

### ***Cleaning for Infection Control***

**(In consultation with the New York State Department of Health)**

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

*Altmar-Parish-Williamstown Central School District cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, and busses.*

*To help with cleaning and disinfection Altmar-Parish-Williamstown Central School District will perform the following:*

- *Keep accurate attendance records of students and staff members;*
- *Ensure student schedules are up to date;*
- *Perform normal routine cleaning with soap and water to decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;*
- *Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.*

- *Provide frequent disinfection of surfaces and objects touched by multiple people;*
- *We will keep all disinfectants out of the reach of children;*
- *Altmar-Parish-Williamstown Central School District will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.*
- *Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.*

Altmar-Parish-Williamstown Central School District cleans playgrounds per CDC guidance:

- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely

***High Touch Surfaces:***

- *Door Knobs*
- *Light Switches*
- *Door Push Bars*
- *Handrails*
- *Shared desks/table tops/tops of seat backs*
- *Faucet Handles*
- *Toilet Stall Door Locks*
- *Certain Hand Driers and Towel Dispensers (that are not hands-free operation)*
- *Drinking Fountain Push Bars*
- *Bathroom Doors and Fixtures*
- *Cleaning Equipment Handles*
- *Other*

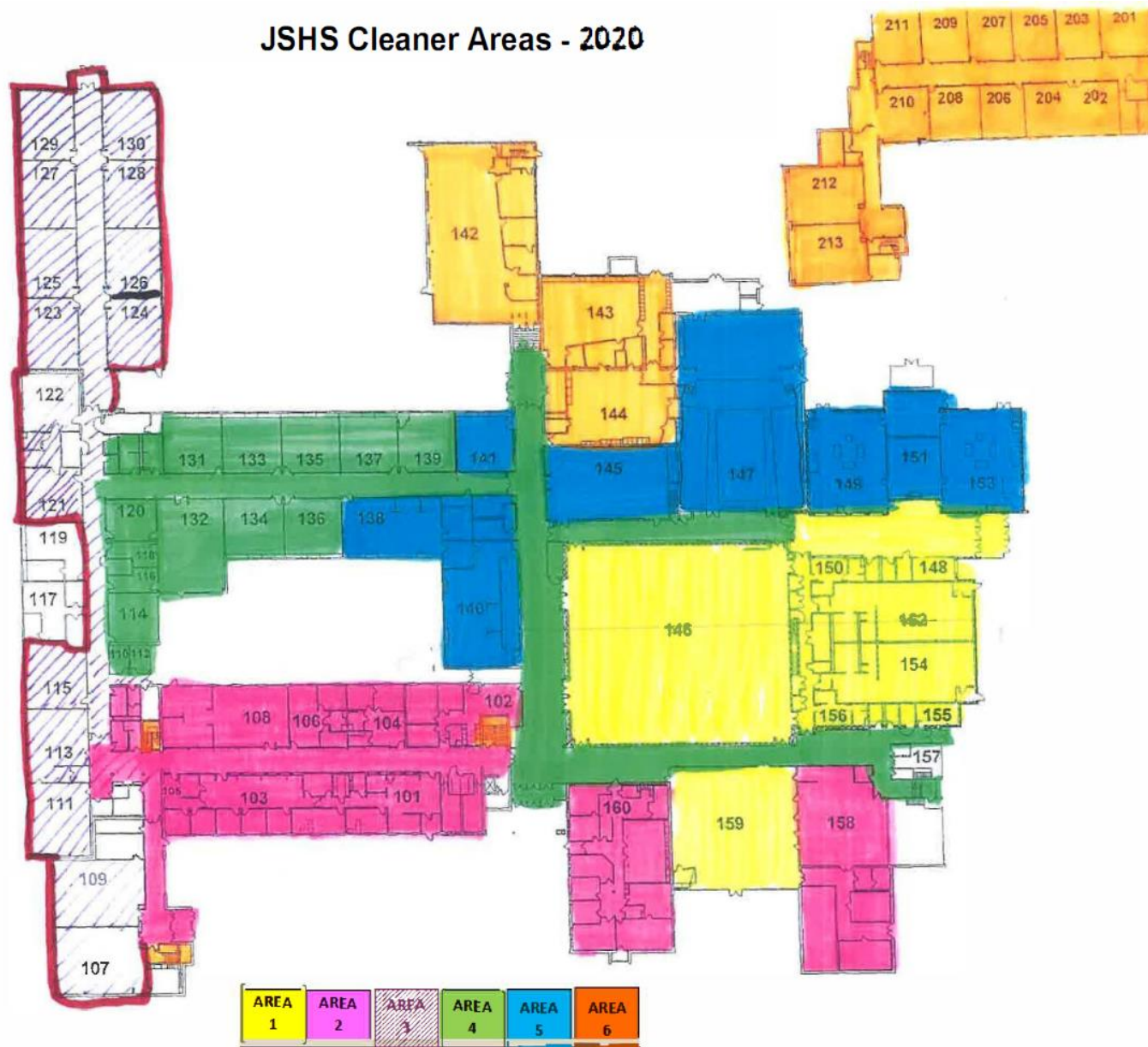
*Addressing certain ‘High-Touch’ surfaces daily is an important priority, especially during ‘cold and flu’ season. Address any questions with your supervisor. The O&M Office is available for further clarification as needed.*

# 2020



AREA 1	AREA 2	AREA 3	AREA 4	AREA 5
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## JSHS Cleaner Areas - 2020



<b>Area</b>	<b>How Often</b> D = Daily AD = Alt Days W = Weekly M = Monthly	<b>Cleaner Type</b> Df = Disinfect N= Neutral BC = Bowl Clean G = Glass Clean	<b>Dust, Debris, Soil</b> remove clean	<b>Spots, Black Marks, Stains</b> remove	<b>Vacuum</b>	<b>Wet/Dust Mop</b>	<b>Empty</b>	<b>Supply</b>	<b>Check shown</b>
<b>FLOORS</b>									
Corners	D	DF	X			X			
Behind Toilets	D	DF	X	X		X			
Under Chairs	D	DF	X	X		X			
Under Tables	D	DF	X	X		X			
Halls	D	DF	X	X		X			
Stairs & Risers	D	DF	X			X			
Rugs	D	DF			X				
Kitchen & Café	D	DF	X			X			
Bathroom	D	DF	X			X			
Classroom	D	DF	X	X		X			
Mats & Under	D	DF	X			X			
<b>BATHROOMS</b>									
Toilets & Base	D	DF	X	X					
Urinals	D	DF	X	X					
Dispensers	D	DF	X					X	
Mirrors	D	DF		X					
Partitions	D	DF	X						
Ceilings	M		X						
Trash Receptacles	D	DF	X				X		
Floors & Corners	D	DF	X			X			
Sinks	D	DF	X	X					
<b>FURNITURE</b>									
Desk Tops	D	DF	X	X					
File Cabinets	D	DF	X						
Chairs	D	DF	X	X					
Counters	D	DF	X	X					
Window Sills	AD	DF	X						
Cabinets	D	DF	X						
<b>WALLS</b>									
Doors	D	DF	X	X					
Chalk Boards	D			X					
Chalk Trays	D		X						
Light Switch Area	D	DF	X	X					
Vents	D	DF	X						
Ledges	D	DF	X						
Baseboards	D	DF	X	X					
Behind Café Trash Receptacles	D	DF	X	X					
<b>FIXTURES</b>									
Drinking Fountains	D	DF	X	X					
Blinds	D	DF	X						
Classroom Sink	D	DF	X	X					
Classroom Dispenser	D	DF	X	X				X	
Lights Clean Ceiling	M	N	X				X		
Classroom Trash Receptacles	D	DF	X	X			X		
Windows	D	DF	X	X					
Pencil Sharpener	D	DF					X		
Under Pencil Sharpener	D	DF							

### ***School Health Office Cleaning***

*School health office cleaning must occur after each use of:*

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

*Disposable items should be used as much as possible including:*

- *Disposable pillow protectors; or*
  - *Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.*
- Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.
    - *The District has protocols in place to conduct required school safety drills following these guidelines to maintain social distancing:*
      - *Staggered schedule*
      - *Evacuate classrooms separately*
      - *Supervision to keep appropriate distance between students to the evacuation site*
      - *Drills will be conducted with all students in the school building on that school day and may include extending the class period to accommodate this happening*
    - *If students attend school on alternating days, drills will be held to ensure all students have been instructed in emergency procedures and participated in drills while on site.*
  - Each school and/or district reopening plan has written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter).
    - *There will be no before and aftercare programs until further notice.*
  - Each school and/or district reopening plan designates a COVID-19 Safety Coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.
    - COVID-19 Safety Coordinator: Superintendent Lynn Rhone



# Facilities

## ***Mandatory Requirements***

### ***General Health and Safety***

- School districts or other applicable schools must follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. These requirements will be addressed in more detail in other parts of the NYSED Re-Opening Guidance. The Facilities portion of the district's, or other applicable school's, reopening plan will seek assurance that school districts or other applicable schools will meet all requirements associated with building space related changes that they may elect to make.

### ***Fire Code Compliance***

- Changes or additions to facilities require review by the Office of Facilities Planning (OFP), since all spaces to be occupied by public school students and staff must meet the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code. In their plans, districts or other applicable schools will provide assurances that, should alterations be made, districts and other applicable schools will submit the proposed changes to the OFP for review and approval - just as with any other project.

### ***Doorways***

- Many stairs and corridor doors have closers with automatic hold opens. These doors are normally held in the open position and are automatically released by the fire alarm system. The function, position, and operation of those doors must remain unchanged. Fortunately, they need not be touched during normal use.

### ***Emergency Drills***

- Districts or other applicable schools shall conduct standard operations and procedures to the best of their abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that schools maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. Methods to promote and provide for social distancing during the evacuation drills are ultimately the district's or other applicable school's decision and responsibility. Those changes must be included in the Fire Safety plans.

### ***Inspections***

- Statute has not been changed to provide an extension to the submission deadline for the Building Condition Survey or Visual Inspections. These deadlines must be met.

### ***Lead Testing due in 2020***

- At present, the statutory requirement that lead testing occur in 2020 continues. NYS DOH regulation 67-4, Lead-In-Water Testing, DOH requires lead-in-water testing to be conducted when the building is “normally occupied.” Sampling should not be conducted when the building is vacant or has been vacant for an extended period due to COVID-19 closure. Simulation of “normally occupied operation” for the purpose of lead-in-water testing is not permitted. NYS DOH advises that schools follow recommended procedures to the extent possible to provide clean and safe drinking water upon reopening.

### ***Changes to Space Utilization and/or Alterations***

If districts/schools expect to make space alterations to the physical space or the building, these items will be required:

- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change must be submitted to OFP, the local municipality and/or code enforcement officials for review.
- Means of egress, fire alarm system, ventilation, and lighting may be affected and must be indicated on all submitted plans.
- Consult your architect and submit floor plans to OFP for approval.
- COVID-19 Projects shall be indicated as “COVID-19 Reopening” when submitted to the OFP. This will allow NYSED to expedite those reviews.
- The installation of movable partitions (gym, cafeteria, Library classroom dividers) and queue barricades shall require an abbreviated submission consistent with the Form FP-AU Request for Approval of Use of a Facility.
- Use of Cafeterias, Libraries, Auditoriums and Gymnasiums: A floor plan of the entire room showing the furniture layout with egress aisles shall be submitted to OFP for approval. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.

Districts can utilize available space in the cafeteria, gyms, auditorium, and libraries (or sections thereof), as classroom space. Minor alterations and the use of space dividers may be utilized in existing classrooms. The need for social distancing may be enhanced by alterations to a lobby or corridor and /or interior spaces/rooms.



### ***Space Expansion***

- If districts or other applicable schools choose to expand their square footage in order to enable improved social distancing (e.g. building additions, lease space, transportable classroom units or spaces such as tents) the following requirements apply for all spaces to be occupied by school district staff and students:
  - Code Review: Per statute, NYSED's Office of Facilities Planning must review and approve the above types of projects to ensure that the proposed spaces meet the fire code.
  - Offsite Lease Requirements: For offsite facilities, the district or other applicable schools must contact their project manager at NYSED Office of Facilities Planning (OFP) and submit a Temporary Quarters (TQ) Project submission.

To ensure that these sites meet all requirements, TQ submissions require submission of:

- OFP Form FP\_AU-Request for Approval of Use of a Facility;
- architectural quality floor plan;
- site plan;
- AHERA Plan;
- Fire Safety Report;
- Confirmation of Americans with Disabilities Act compliance;
- Local Code Authority Certificate of Occupancy; and
- Approval of use of space.
- Please note – if a Change of Occupancy in the Existing Building Code applies (e.g. office or B-occupancy to E-occupancy) code requirements such as rescue windows; accessibility; fire protection systems such as sprinkler or emergency voice alarm communication systems; ventilation – may make it infeasible.
- Districts or other applicable schools should identify COVID-19 Projects as "COVID-19 Reopening" when required materials are submitted to OFP for review.
- Consult with OFP for a preliminary evaluation of all facilities under consideration for leasing. All leased facilities must be submitted to OFP for review and approval.

Please consult with District's architect/engineer of record.

The District should identify COVID-19 Projects as "COVID-19 Reopening" when required materials are submitted to OFP for review.

### ***Tents for Additional Space***

If tents are used as alternate spaces, then the following requirements apply:

- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.

- Temporary structures and tents are those erected for 180 days or less. The Building Code Section 3103.1 indicates, “Tents and membrane structures erected for a period of less than 180 days shall comply with the Fire Code of NYS”.
- The Fire Code (FC) Chapter 31 contains extensive requirements for Tents and Other Membrane Structures. FC Section 3103.2 indicates that a permit and approval of temporary tents is required. FC Section 3103 contains requirements for temporary tents and Section 3104 has requirements for permanent tents. They include requirements for construction documents, access roads, location, seating plans, means of egress, illumination, exit signs, construction, use.
- Permanent tents are considered a membrane structure and are regulated by Building Code Section 3102 and other applicable sections.
- Districts or other applicable schools must consult their design professional to prepare submission drawings for approval by OFP.
- The following information must be shown on the drawings: Dimensions, Minimum separation distance to other structures, Tent sides (yes) (no), Duration of use, Type of use/activity, Anchorage, Number of Exits, Width of each exit, Table/Chair/Contents, layout, Fire extinguisher Location, Occupant load, Heating or Cooking equipment, Utilities, Exit signs, NFPA 701 testing/label/certification.
- If the tent is used for E-occupancy, consult with local municipalities and/or code enforcers provide code-compliant design for mechanical heat and ventilation; lighting; emergency lighting; power; fire alarm; plumbing; etc. as required.
- Districts or other applicable schools must consult their architect and submit to OFP for approval. The district, or other applicable school, must provide an architectural quality floor plan, which clearly indicates existing and proposed use of space showing the furniture layout with egress aisles. Lighting, ventilation, means of egress, and fire alarm coverage must be indicated.

### ***Plumbing Facilities and Fixtures***

The minimum number of toilet fixtures that must be available for use in a building is established in the building code.

The usual minimum requirement may be reduced by certain circumstances that may be relevant: (1) the building’s aggregate number of toilet fixtures already exceeds the minimum amount required by the Building Code or (2) the building occupancy is reduced using partial remote learning or reductions.

Sinks and soap must be available to building occupants at all times.

- The number of toilet and sink fixtures must meet the minimum standards of the New York State Building Code.
- All temporary facilities must be approved through the Office of Facilities Planning.

### ***Drinking Water Facilities***

Drinking fountains are a code required plumbing fixture. One fountain is required for each one hundred occupants.

In the event drinking fountains need to be taken out of service, the following should be considered to provide potable drinking water to all occupants of the building:

- Drinking fountains may be replaced with units with bottle fillers.
- Supplying students with bottled drinking water or water in disposable cups at specified locations is an acceptable alternative source.

### ***Ventilation***

- Maintain adequate, code required ventilation (natural or mechanical) as designed. If other air cleaning equipment is proposed, submit to OFP for review and approval.

### ***Mandatory Assurances***

- Each school and/or district reopening plan which includes changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.
- Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.
- Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
- Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations is in accordance with FCNYS 2020 Section 5705.5.
- Each school and/or district reopening plan which include the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.
- Each school and/or district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review.
- Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation
- Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.

- Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.
- Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.
- Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.
- Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
- Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.

*Altmar-Parish-Williamstown Central School District follows all guidance related to health and safety, including Fire Code compliance and requirements regarding doorways, emergency drills, inspections and lead testing.*

*Altmar-Parish-Williamstown Central School District does not expect space alterations to be made to the physical space or buildings.*

*Altmar-Parish-Williamstown Central School District does not expect to expand our square footage in order to enable improved social distancing.*

*Altmar-Parish-Williamstown Central School District does not expect to utilize tents for additional alternative space.*

*The number of toilet and sink fixtures meets the minimum standards of the New York State Building Code in the Altmar-Parish-Williamstown Central School District.*

*Potable drinking water will provided to all occupants of the building via bottle refilling stations.*

*Adequate required code ventilation will be maintained throughout the Altmar-Parish-Williamstown Central School District.*

- *The District will increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.*

*Pursuant to the school reopening plan, the District may consider choosing to use video or teleconferencing for faculty and staff meetings and conferences to reduce the density of congregations, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)”. When videoconferencing or teleconferencing is not preferable or possible, the District may choose to hold meetings in open, well-ventilated spaces and ensure that individuals*

*maintain appropriate social distance (e.g., leave space between chairs, have individuals sit in alternating chairs).*

*Where feasible, the District will put in place measures to reduce bi-directional foot traffic using tape or signs in hallways, or spaces throughout the school, and post signage and distance markers denoting spaces of six feet in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., outdoor spaces, libraries, classrooms, cafeterias, health screening stations).*

*The District will communicate which facilities, grounds, or portions thereof (e.g., libraries, recreational facilities) will be closed to the public (i.e., not students, faculty, or staff) or offer limited, specific hours to members of the general public. Any use of a school facility or grounds by the general public will be subject to the same guidelines required during all other school operations.*

*The District has established designated areas for student drop-off and pick-up, limiting contact and entry of parents/legal guardians into the building, to the greatest extent possible.*

*The District has established designated areas for pickups and deliveries, limiting contact to the extent possible.*

*To the extent feasible, the District will limit on-site interactions (e.g., designating separate ingress or egress for faculty and staff, eliminating bidirectional flow of individuals to the extent practicable).*

## Child Nutrition

### **Mandatory Requirements**

- District/School Plan must provide all students enrolled in the SFA with access to school meals each school day. This must include:
  - students in attendance at school; and
  - students learning remotely.
- District/School Plan must address all applicable health and safety guidelines.
- District/School Plan must include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
- District/School Plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.

- District/School Plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- District/School Plan must ensure compliance with Child Nutrition Program requirements.
- District/School Plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

### ***Mandatory Assurances***

- Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.
  - **APW Elementary School**
    - Breakfast
      - Cold Food Option only for two (2) attending days.
      - Delivered to each classroom between 8:50am-9:20am.
    - Lunch
      - Cold Food Option only for two (2) attending days.
      - Delivered to each classroom between 1:00pm-1:30pm.
    - Take-home Meals
      - Three (3) frozen meals (breakfast & lunch) sent home with each child upon departure on the bus after the 2<sup>nd</sup> day of attendance. These meals will be reheated at home and are considered hot meals.
  - **APW Jr/Sr. High School**
    - Breakfast
      - Cold Food Option only for two (2) attending days.
      - Delivered to each advisement class between 7:30am-8:00am.
    - Lunch
      - Cold Food Option only for two (2) attending days.
      - Delivered to each end-of-day classroom between 11:45pm-12:15pm.
    - Take-home Meals
      - Three (3) frozen meals (breakfast & lunch) sent home with each child upon departure on the bus after the 2<sup>nd</sup> day of attendance. These meals will be reheated at home and are considered hot meals.
  - **Remote Learning**
    - For students who are 100% virtual/online, there will be a food pick-up option. Times and locations will be communicated as we get closer to reopening.

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

Altmar-Parish-Williamstown Central School District's Child Nutrition Program adheres to all applicable health and safety guidelines.

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

As meals will not be provided in the cafeteria, the District will take precautions to protect students with food allergies (peanut-free classrooms, gluten-free products available, non-dairy substitutes). Meals will be delivered to classrooms. The Food Service Director will be provided class lists to be matched with dietary and allergen restrictions.

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

Students will be reminded prior to eating and after eating to follow the Hand Hygiene Plan. Students will be told that the sharing of food and beverages is not permitted. Each classroom will have posters visible to students reminding them of the Hand Hygiene Plan and about not sharing food/beverages. This will also be communicated to families via our Communication Plan.

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

Meals will not be served in common areas.

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

Altmar-Parish-Williamstown Central School District complies with the Child Nutrition Program requirements.

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

See Communication Plan

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

Social distancing will be required during the consumption of meals. This means that students will be seated at least six (6) feet apart.

## Transportation

### ***Policies/Practices Mandatory Requirements***

- School districts and other applicable schools are expected to fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools. Although meeting these obligations will certainly pose challenges, these expectations continue to be in place. Districts and other applicable schools should plan accordingly.

### ***School Bus Mandatory Requirements***

- Students who are able will be required to wear masks and social distance on the bus;
- All buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day. High contact spots must be wiped down after the am and pm run depending upon the disinfection schedule. (For example, some buses might be cleaned between the am and pm runs while other buses may be cleaned/disinfected after the pm run);
- 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 must configure wheelchair placement to ensure social distancing of 6 feet.

### ***School Bus Staff Mandatory Requirements***

- School bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they should notify their employer and seek medical attention;
- School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield;
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19;



- Transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.
- Drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

### ***Students on Transportation Mandatory Requirements***

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

### ***Pupil Transportation Routing Mandatory Requirements***

- If the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions when/ if the district is not;
- 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.

### ***Mandatory Assurances***

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

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

### ***Cleaning Procedures***

*AM Cleaning Procedures – After each student boards the bus, the Attendant will follow and wipe the handrail off and any seat touched by the student on the way to their assigned seat. In between the JR/SR High runs and the Elementary runs, the bus will be sprayed with disinfecting spray. Upon completion of the morning runs, the entire bus will be completely disinfected with an Electrostatic Cleaning tool using Total 360 Disinfectant tablets.*

*PM Cleaning procedures – In between the JR/SR High runs and the Elementary runs, the bus will be sprayed with disinfecting spray. Upon completion of the afternoon runs the entire bus will be completely disinfected with an Electrostatic Cleaning tool using Total 360 Disinfectant tablets.*

*Wednesday Deep Cleaning – Each Driver and Attendant will be assigned a staggered time to come in to the Garage and sweep, mop, wipe down and completely disinfect with an Electrostatic Cleaning tool using Total 360 Disinfectant tablets. This will provide an extra cleaning buffer between the students that attend Monday/Tuesday and the students that attend Thursday/Friday.*

*Saturday Deep Cleaning – 4 employees will be assigned a 5 hour extra shift to come in to the Garage and sweep, mop, wipe down and completely disinfect with an Electrostatic Cleaning tool using Total 360 Disinfectant tablets every bus. This will provide an extra cleaning buffer between the students that attend Thursday/Friday and the students that attend Monday/Tuesday.*

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

*The Altmar-Parish-Williamstown Central School District buses will not be equipped with hand sanitizer.*

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

*Altmar-Parish-Williamstown Central School District bus drivers and attendants will be instructed not to carry personal bottles of hand sanitizer on the buses*

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

*The school and/or district will communicate to bus drivers, monitors, attendants, and mechanics through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings.*

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

*Transportation staff will be provided with refresher training to update their knowledge of proper use of PPE and their understanding of the signs and symptoms of COVID-19.*

### **Student Screening Procedure**

*Students will be met at the bus stop prior to boarding the bus and student's temperature will be taken by the attendant. Any temperature in excess of 100 degrees Fahrenheit will have a 3 minute wait time and temperature will be taken again, as per the thermometer manufacturer's recommendations. If a temperature of 100 degrees Fahrenheit or higher is still present, the student will not be allowed to board the bus and will have to return to their home. If the temperature is below 100 degrees Fahrenheit, the student will board the bus and will sit in their assigned seat against the window.*

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

*Transportation staff will be provided with refresher training to update their knowledge of social distancing.*

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

*Altmar-Parish-Williamstown Central School District will provide all necessary and required PPE to transportation staff.*

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

*Hand sanitizer is available in the break rooms, bus garages, and the PPE stations within the Transportation Department.*

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

*Any member of the transportation staff who has direct physical contact with a student will wear gloves.*

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

*It is expected that school bus drivers, monitors, attendants, and mechanics perform a self-health assessment for symptoms of COVID-19 before arriving to work. In addition, every staff member will be screened with temperature taken upon arrival at the transportation department. This will happen at the start of their AM shift, and due to the amount of time away from work in between runs it will be done again at the start of their PM shift. Any staff member who answers yes to any of the questions or who has a temperature above 100 degrees Fahrenheit will be instructed to contact the Oswego County Health Department for further instructions. They will be replaced with another Driver/Attendant pending Oswego County Health Department recommendations.*

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

*All students riding Altmar-Parish-Williamstown Central School District buses will be expected to wear a mask, unless a doctor's note is on file indicating that the student is physically incapable of wearing one.*

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

*No student will be denied transportation for not having a mask.*

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

*Masks will be provided to students who do not have one.*

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

*Students with a disability preventing them from wearing a mask will not be forced to wear one, nor will they be denied transportation.*

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

*Students will be trained on the proper use of PPE (face coverings) and on the signs and symptoms of COVID-19. This will take place in communications out to families prior to the start of the school year and on the first day of pickup for students.*

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

*Students will be trained on social distancing on buses and on the signs and symptoms of COVID-19. This will take place in communications out to families prior to the start of the school year and on the first day of pickup for students.*

### **AM Pickup and Seating Procedure**

*Seats will be assigned from rear to front based on when the child is picked up: i.e., first student on will sit in back, next student will sit opposite side of bus forward one seat also against the window. This will continue until maximum capacity of the bus with social distancing. 22 students per 66 passenger bus and 20 students per 60 passenger bus. The capacity of the bus may only change in the event that two or three children from the same home are attending on the same day. Those children will be required to sit with the other students from the same home. Based on the limited amount of seating on a bus, all students will be picked up and dropped off at their primary residence. No changes will be allowed for student pick up and drop offs. All buses will be at maximum capacity based on social distancing and will be unable to accommodate these changes.*

### **PM Dismissal and Seating Procedures**

*Buses will load at each school in staggered fashion which will be determined by the transportation office. A specific list of bus letter, time and line up location will be provided to each school prior to September 8, 2020. Students will load the bus from rear to front based on where their assigned seat was in the morning. Attendant will be on the sidewalk to assist the students in loading in the correct order.*

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

*Transportation will be provided to all students who have a legal right to be transported.*

## **Social Emotional Well-Being**

### **Mandatory Requirements**

- Ensure that a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.
- Establish an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.

- Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
- Address professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.

### ***Mandatory Assurances***

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

*Counselors meet as a regional group to discuss best practices in the development of the district-wide and building level program plans. Plans are regularly reviewed and revised to meet the current needs of students and staff.*

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

*Altmar-Parish-Williamstown Central School District has the Excellence in Student Achievement advisory committee, which meets monthly and is open to all faculty and staff, parents, school psychologists, administrators, and other community members. The work of this committee informs the development of the school counseling program.*

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

*Both the Elementary and Jr/Sr High School have established Multi-Tiered System of Supports (MTSS) Teams that meet weekly to discuss student mental social-emotional health and well-being. Support services for students are identified through these teams comprised of administrators, school psychologists, the Behavioral Support Specialist, guidance counselors, and teachers.*

- Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.
  - Promote the Employee Assistance Program and services
  - Restorative Circle training for staff to process trauma (New Justice)
  - Wellness committee

- Second Step Educator Training
- Therapeutic Crisis Intervention Support (TCIS) Training
- PD for SEL for staff

## School Schedules

### **Mandatory Requirements**

- As schools devise their re-opening plans for the 2020-21 school year, plans must address resuming in-person instruction. However, scheduling decisions must be informed by health and safety standards and the most up to date guidance from the New York State Department of Health.

Consideration must also be given to the needs of students, families, and staff as well as the realities of available space and student enrollment in each unique school and district. Schools are given the ability to restructure their programs using flexible scheduling models—taking advantage of in-person, remote, or hybrid learning models—and to provide synchronous and/or asynchronous instruction.

### **Mandatory Assurances**

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

### **In-Person**

*If social distancing restrictions are lifted, normal operating procedures will be implemented. Student and staff schedules will be as they were prior to the COVID-19 closure.*

### **Hybrid**

*Given the current orders in place to maintain social distancing, which requires a space of six feet apart in all directions between students (in PE, Music, and Band this is twelve feet), at this time, the District will be implementing a hybrid model upon return. While the Parent/Guardian Survey data shows participants favor the in-person model somewhat more than the hybrid model, the district would be out of compliance with current Executive Orders if it were to bring back all students at once. Classes and buses would be over capacity due to social distancing requirements. Of those who responded, nearly 46% of parents/guardians would like to see students return fully in-person. Approximately 34% support a hybrid model. We believe we have devised a plan that addresses the desires of both these groups. All students will be returning in-person but not every day, again due to capacity restrictions.*

### Elementary School (PreKindergarten – Grade 6)

Physically attend school on Monday and Tuesday OR Thursday and Friday. Wednesdays will be mandatory online learning for all students. Students will be assigned to a cohort group in early August.

	<b>Drop-Off</b>	<b>Student Day</b>	<b>PM Pick-Up</b>	<b>Teacher Day</b>
<b>Pre-K-Grade 6</b>	8:50 – 9:20	9:20 – 1:45	1:45 (staggered)	8:40 – 3:40

- Pre-K – Grade 6 Staff schedule on Wednesdays
  - 9:20 – 12:00 – Online learning support, host virtual meetings, small groups
  - 12:00 – 12:30 – Lunch
  - 12:30 – 3:40 – Professional Development, Planning, Meetings

### Jr/Sr High School (Grades 7-12)

Physically attend school on Monday and Tuesday OR Thursday and Friday. Wednesdays will be mandatory online learning for all students. Students will be assigned to a cohort group in early August.

	<b>Drop-Off</b>	<b>Student Day</b>	<b>PM Pick-Up</b>	<b>Teacher Day</b>
<b>Grades 7-12</b>	7:30 – 8:00	8:00 – 12:30	12:30 (staggered)	7:30 – 2:30

- Grades 7-12 Staff schedule on Wednesdays
  - 8:00 – 11:00 – Online learning support, host virtual meetings, small groups
  - 11:00 – 11:30 – Lunch
  - 11:30 – 2:30 – Professional Development, Planning, Meetings

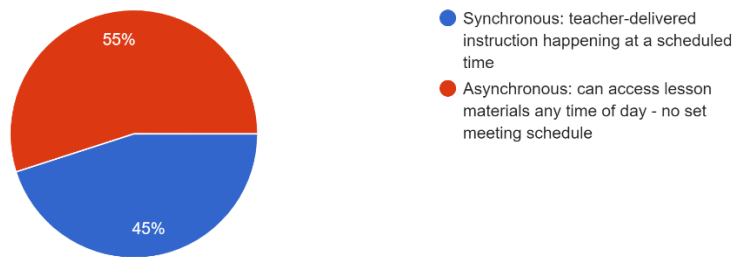
### **Remote**

*The District will be in regular communication with the local Department of Health to monitor community transmission rates of COVID-19. Should cases warrant a closure, instruction will shift to remote learning. Students will follow the same AA/BB schedule as the hybrid schedule and will be blend of synchronous and asynchronous learning, as supported by the survey data. This model offers more support than the previous remote learning experience. Data indicates that more support is needed, which is why the District will run scheduled classes for students.*



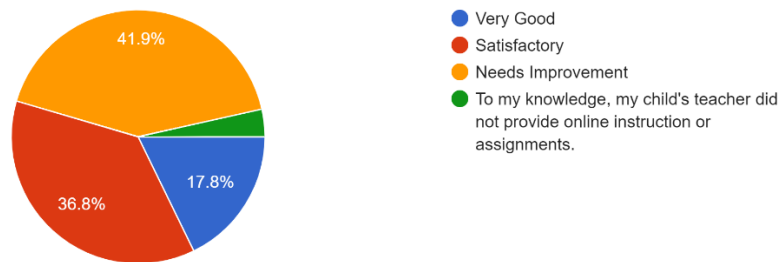
10. Which type of delivery was best for your child's learning needs?

484 responses



4. How would you describe your ability to support your child with his or her online instruction and assignments during the COVID-19 closure?

484 responses



## Attendance and Chronic Absenteeism

### **Mandatory Requirements**

- Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in SIRS. To date, the reporting of daily attendance of Prekindergarten students is not required;
- Attendance must be reported by any reporting entity that is required to take attendance;
- Resident students of compulsory age who were not in attendance in a public school, including charter schools, nonpublic school, or approved home schooling program in the current school year must be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma;
- Students who drop out while still of compulsory school age must be kept on the school attendance register until they exceed compulsory school age or move out of the district.

- Schools are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting.

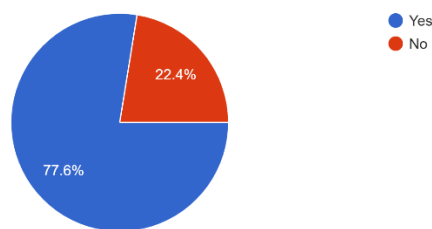
### **Mandatory Assurances**

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

*When students are in physical attendance on AA or BB days, teachers will take attendance as normal. For online classes, student check-ins will be required. This can take place through Zoom, Google Forms submitted as evidence of engagement, or phone calls. Other methods may be employed as needed/developed.*

*In addition, staff may be assigned a group of students to check on daily. When asked about making daily contact with twenty to twenty-five students per day, nearly 80% of staff responded that they would be able to do so.*

11. NYSED Guidance recommends connecting with students on a daily basis. If assigned a group of 20-25 students, do you think you would be able to... we have to implement a hybrid or remote model?  
98 responses



*The District recognizes there are limiting factors such as not having the most current contact information, limited cell-phone service in remote areas, working families, etc. Parents/Guardians should expect ahead of time that staff will be reaching out to students, so contact information should be updated if necessary. To update this information, contact the District Registrar at (315) 622-5275 or [sthorp@apw.cnyric.org](mailto:sthorp@apw.cnyric.org).*

## **Technology and Connectivity**

### **Mandatory Requirements**

- Have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

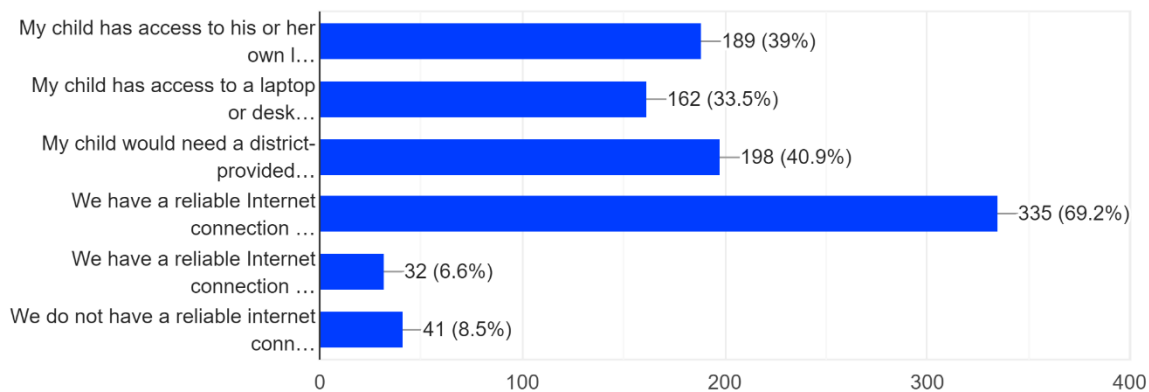
## Mandatory Assurances

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

*A Parent/Guardian Reopening Survey was deployed on July 15th, which included questions about access to internet and availability of devices. A follow-up mailing will be sent out to all parents to capture this need more in-depth. At this time, our data shows that 69% of respondents have access to high-speed internet with unlimited data. However, nearly 15% have limited data or no reliable internet connection.*

17. As we plan for the fall, if the District must provide remote learning online to some degree, please select all that apply.

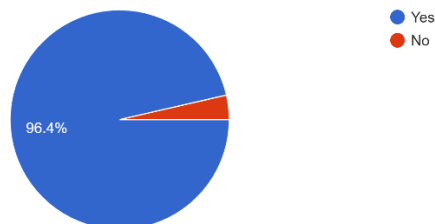
484 responses



*A Staff Reopening Survey was deployed on July 17th, which included questions about access to internet and availability of devices.*

9. Do you have reliable internet service at home?

139 responses



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

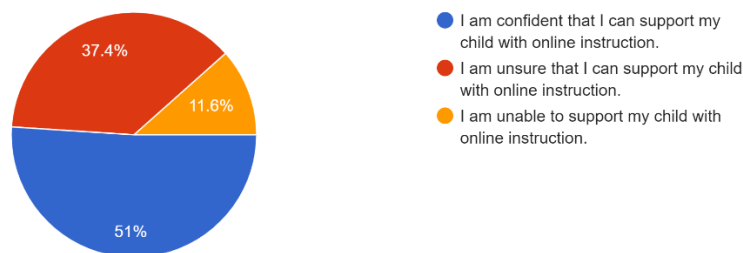
*Any student or staff member needing a device for classwork or job responsibilities will be provided one if a hybrid or remote model is implemented due to a COVID-19 closure. Hotspots will be deployed to areas of greatest need, as determined by the Reopening Survey and follow-up with families.*

- Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

*While 51% of Parents/Guardians who responded to the survey indicated this was not an issue, 49% are either unsure of their ability to support their children with online instruction or are not able to given their unique circumstances.*

18. If the District must implement remote learning to some degree, please select the response that best describes your ability to provide support for online instruction.

484 responses



*Students will be assessed at the start of the school year to better personalize their learning experience. Differentiated hard-copy materials may be provided if a student does not have sufficient access to a digital device or high-speed internet. The District recognizes that even if a student has access to a device/internet, he or she may not be able to access the learning without adult support, which may not be available due to childcare or work schedules. In these instances, a customized plan will be devised for individual students on an as-needed basis.*

## Teaching and Learning

### **Mandatory Requirements and Assurances**

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

*The District has a current 2020-2021 Continuity of Learning Plan. Using the 2019-2020 Continuity of Learning plan from the SED Monitoring and Vendor Performance Systems – School Closure portal as a template, the District updated the plan to reflect the most current data, Communication Plan, and in-person/remote/hybrid instructional models.*

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

*Instruction, regardless of the delivery model, is standards-based. When developing lessons, teachers begin with the standards as an anchor. Teachers share standards-aligned learning targets with students at the start of each lesson. Instructional software programs used to enhance classroom learning are vetted for alignment to standards.*

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

*The Altmar-Parish-Williamstown Central School District has designed a hybrid program to ensure every student Pk-12 has substantive interaction with and support from teachers. Our survey data showed that students need to be in the classroom with their teachers. Knowing this may not be possible five days a week due to space limitations set by social distancing requirements, the District has designed a program that includes two days of on-site instruction and three days of virtual instruction. This way, all students will have regular access to their teachers. While students have access to their teachers in a remote model, we believe the students benefit from being physically present and engaged. If a remote model must be implemented due to Executive Orders, students will be able to engage with teachers via Zoom. Also, teachers and other staff members will be assigned a group of students whom they will have contact with daily.*

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

*While some instruction during the implementation of the hybrid and remote models will happen asynchronously, core instruction will be delivered synchronously. Students will be expected to follow a set schedule. We recognize that not all students, however, will be able to access learning at a set time, so lessons may be accessed at a different time if necessary. All instruction will be aligned with State*

*standards. Assessment of learning, both formative and summative, will occur in each of the models (in-person, hybrid, and remote). Multiple opportunities will be provided for students to demonstrate their learning of the standards. Students will be provided feedback on assignments and the opportunity for additional support before a final grade is assigned.*

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

*Students and families will be able to contact teachers during office hours, via email, and by phone. Altmar-Parish-Williamstown Central School District is also developing a help desk, through which parents can contact the school for technology needs. All information will be shared via our Communication Plan.*

- Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

*Altmar-Parish-Williamstown Central School District does not contract with outside agencies to provide Prekindergarten programs.*

## Special Education

### **Mandatory Requirements**

- The school reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, must address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
- The school reopening plan must address meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.
- The school reopening plan must address collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- The school reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.
- The school reopening plan must address how it will document the programs and services offered and provided to students with disabilities as well as communications with parents, in their preferred language or mode of communication.

### **Mandatory Assurances**

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

*The APW Re-Entry Task Force had a Special Education subcommittee that consisted of teachers, school psychologists, and support staff. Some members were also parents of students in the district. Information from our discussions as well as parent survey feedback and individual conversations were considered when developing action steps related to special education students. FAPE will be provided to the best extent practicable given the most current executive orders and circumstances. This will occur through the implementation of the following:*

- *Consistent schedules for students. All efforts will be made to provide specially designed instruction and special education services at the frequency recommended on the student's IEP at the same time each week regardless of the mode of delivery (in-person, virtual, or combination). If a hybrid model is activated, the District will consider needs on a case-by-case basis to determine high-needs students that may require additional in-person services. All efforts will be made to make decisions collectively with representation from students, families, staff and any additional persons familiar with individual student needs.*
- *Case managers will be established prior to the reopening of schools. All students with disabilities will have a case manager that will be viewed as the "point person" for communication with the family, other APW staff members, and any additional outside agency contacts. This will ensure clear lines of communication amongst all parties. Clear communication is the key to effective implementation of IEP services and accommodations regardless of how services are provided.*
- *Case managers will be responsible for following IEP awareness protocols to ensure that all staff working with students are aware of the students with disabilities in his or her class/classes. Protocols will require acknowledgement of services, accommodations, supplemental supports, positive behavior supports, and Behavior Intervention Plans (BIP's). It will also be essential to make sure that the general education teacher understands his or her role in the implementation of a student's IEP.*
- *While the health and safety of students and staff is a priority, we also recognize that in-person instruction is the best mode of delivery for many students with disabilities. PPE equipment that is compliant with DOH guidelines will also*

*promote safe, in-person experiences. Some examples include sneeze guards, gloves, individual materials, face shields, and masks with a clear front. All efforts will be made to have the appropriate equipment in place for any level of in-person service delivery this fall. This equipment will allow the district to safely offer in-person services individually or in small group settings to students with disabilities if permitted by the current executive orders.*

- *We recognize that some students will not be able to wear and/or tolerate masks as recommended by the current DOH guidance. Our district will work in collaboration with parents/guardians, healthcare providers and staff familiar to the students and his or her needs to develop an alternate plan that will ensure access to FAPE. This will be especially important if the act of wearing masks is regulated through the code of conduct and subject to discipline procedures.*
- *Special Education Department meetings will be scheduled weekly and then bi-weekly so that all staff are aware of expectations, resources, and changing conditions. Regular meetings will provide opportunities for collaboration (when multiple providers are working with a student) and targeted, meaningful professional development. All of these practices will be implemented in an effort to enhance and promote the district's ability to provide FAPE under any and all circumstances. Regular contact and conversations will help to ensure that IEP services are delivered and IEP goals are targeted to the greatest extent practicable given the current conditions and guidelines related to the COVID-19 pandemic.*
- *CSE processes and timelines will be met to the greatest extent practicable given the current conditions and guidance as related to the COVID-19 pandemic. Parent and student (when applicable) voice will be included when considering and scheduling student evaluations and CSE/CPSE meetings.*
- *All efforts will be made to hold regular discipline data meetings with administrative and support staff in each of the school buildings. Meetings will be scheduled monthly. Weekly data sheets (Shared Google Doc) will be completed by the assistant principal/principal in each building so that all appropriate staff members will be aware of patterns and students presenting to be "at-risk" of losing access to instruction.*
- Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.
  - *Staff will use an Instructional Tracking Log (ITL) to document any and all remote learning/virtual learning experiences. Information will be logged individually so as to create a record of service provision for each student.*
  - *This same ITL will have a column dedicated to communications. Use of the Contact Log on Frontline/IEP Direct is also considered an appropriate manner to document communication with parents.*
  - *As mentioned previously, each student will be assigned a Case Manager or "point person" so that parents can direct all communications through that one*



*person. The parent/family and that person will decide upon the preferred language and mode of communication.*

- *Quarterly progress monitoring meetings will take place with all case managers. This process will be facilitated by the building school psychologist or the Director of Special Education.*
- Each school and/or district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.
  - *Regular communications with students and families regarding information related to service delivery (in-person, virtual, tele-practices), progress monitoring and problem-solving will be essential. General communications may be provided via mailings, web-postings, and robo calls in an attempt to ensure that all families have access to information. It should be noted that individual, student-specific information can only be shared with that student and his or her family/guardians. Individual communications will be fielded by the Special Programs Office/Director of Special Education, case managers/teachers, related service providers and support staff (school psychologist, behavior specialist, social worker, and counselor).*
  - *Case managers will be asked to make regular communication with families (frequencies may differ based on the mode of instruction decided upon). The mode and frequency of communication will be mutually agreed upon at the beginning of the school year (i.e. phone calls, emails, and written communications).*
  - *Parents and staff will be surveyed quarterly to gain feedback regarding the provision of services. The surveys will allow for the identification of delivery strengths as well as areas in need of growth.*
  - *Opportunities for parent/guardian support and technology trainings will also be scheduled in case of a quick pivot to completely remote services. All families will be made aware of the Family Help Desk that has been developed by the District Technology Department.*
  - *All efforts will be made to communicate that the Special Programs Office is friendly and accessible to assist with any barriers that may surface during the upcoming school year.*
- Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.
  - *The APW Director of Special Education attends weekly CSE Advisory meeting with other Directors/CSE Chairpersons in the County. The meetings are*

*facilitated by the Director of Exceptional Education for Citi BOCES. These meetings allow for discussion of the region's Citi-operated (out of district) programs. The vision, processes and procedures for the Citi BOCES programs are discussed. This network also provides regular access and communication which allows for clear communication on students receiving special education programs outside of the district.*

- *The APW Director of Special Education and the Elementary School Psychologist participate in the County-wide Preschool Work Group. This group meets monthly to discuss programs and service provision. Because of this work group, all parties are familiar with one another and have open lines of communication regarding plans for IEP implementation, progress monitoring and engagement with families. We work together to make sure that families have the appropriate resources (i.e. devices/Chromebooks) if services are not able to be delivered in-person.*
- *Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.*
  - *Special education teachers and/or school psychologists that function as case managers will communicate instructional needs and supports as listed on the IEP to general education staff to ensure that all are aware of student needs, supports and accommodations.*
  - *Chromebooks will be provided to all students with disabilities that have assistive technology listed as an individual need. If hybrid and/or remote learning is activated, all students will be provided with this device in order to continue with their learning.*
  - *The District has a Family Help Desk to assist with the use of Chromebooks/technology if needed for hybrid or remote learning. This will assist in ensuring that students have access to the technology that provides both the instruction and many accommodations.*
  - *If the student has access to additional adult support listed as an accommodation, that additional adult support will be provided in all models (in person, hybrid and remote) to the best extent practicable.*

*Student Support Teams in both buildings will be reviewing existing Behavior Intervention Plans during the first few weeks of school. If not all staff are able to attend a meeting, a point person will be established and given the responsibility of reviewing the plan and introducing progress monitoring materials. All staff will be made aware of their role in collecting data to determine the effectiveness of a Behavior Intervention Plan.*

# Bilingual Education and World Languages

## **Mandatory Requirements**

- Qualifying schools that reopen using in-person or hybrid instruction will be required to complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as *all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year.*
  - *After this 20day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.*
- *Provision of required instructional Units of Study must be provided to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.*
- *Maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process. Provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.*

## **Mandatory Assurances**

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

*All new students will be screened in accordance with the timeline above.*

- Each school and/or district reopening plan must provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction

[Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE.](#)

*Altmar-Parish-Williamstown Central School District will provide ENL services to identified students during in-person or hybrid instruction based on the most recent proficiency level.*

- Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in

their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

#### [Parent Engagement Resources from OBE WL](#)

*Altmar-Parish-Williamstown Central School District will follow the Communications Plan. In addition, weekly updates will be provided to parents/guardians of ELLs to ensure they are engaged in their children's education during the reopening process. Communications will be provided in the parents/guardians preferred language and mode of communication (whether phone calls, Zoom meetings, emails, etc.).*

## Teacher and Principal Evaluation System

### **Mandatory Requirements**

- Pursuant to Education Law 3012-d, each school district and BOCES must fully implement its currently approved APPR plans in each school year.

### **Mandatory Assurances**

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

*Altmar-Parish-Williamstown Central School District APPR plans will continue to be reviewed and adjusted according to our instructional model. Any necessary adjustments to the current plan will be submitted through the SED Monitoring and Vendor Performance System on the NYSED Business Portal for review and approval.*

## Certification, Incidental Teaching, & Substitute Teaching

### **Mandatory Requirements**

- Pursuant to Education Law 3001, individuals employed to teach in New York State public schools must hold a valid certificate.

## **Mandatory Assurances**

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

### **SIRS-328 – Staff Out of Certification Report**

- *The Staff Out of Certification report provides school districts, BOCES, and charter schools with certification information as to whether their teachers were considered appropriately certified for their reported courses in Course Instructor Assignment. The SIRS-328, SIRS-329, and SIRS330 reports allow local education agencies (LEAs) to review the data used in the match process.*
- *The certification match process through the 2019-20 school year is based on BEDS, PMF data collected in the Teacher Access and Authorization (TAA) application.*
- *Beginning in the 2020-21 school year, the certification to course match process will be performed based on data in the Student Information Repository System (SIRS). The three primary inputs for this process are SIRS Course Instructor Assignment, certification data contained in the NYSED Office of Teaching Initiatives (OTI or TEACH) database, and the NYSED course to certification Crosswalk.*
- *The mapping of appropriate courses for each certification (the Crosswalk) is made available to the District via the NYSED IRS Portal. That Crosswalk allows administrators to anticipate what the reported course certification status (certified or not certified) of each assignment should be, based on teachers' certificates.*
- *SIRS - 328 will be run more than one time each school year to allow the District the opportunity to make corrections to assignments in Course Instructor Assignment and ensure the District has used the indicators for Special Ed, ENL, and Bilingual teachers. The SIRS reporting timeline will reflect these dates beginning in 2020-21.*
- *Data Elements Found in the Report*
  - *Location Name (a): The name of the reported location reported in Course Instructor Assignment where the course is offered.*
  - *Name (b): The teacher's name as reported in Staff Snapshot. If names in the LEA data do not align with those in the OTI database, the teacher must contact the OTI to request a name change at <http://www.highered.nysed.gov/tcert/namechg.html>.*
  - *Staff ID (c): The reported TEACH ID in Course Instructor Assignment.*
  - *Course Code (d): The SIRS course code as reported in Course Instructor Assignment.*

- *Course Name (e): The name of the course associated with the reported SIRS course code.*
- *Course Section (f): The reported section code associated with the course as reported in Course Instructor Assignment.*
- *Local Course Name (g): The local course name will be displayed when reported to NYSED.*
- *Primary Lang (h): The Primary language used for providing instruction in the course as reported in Course Instructor Assignment. For Bilingual courses, report the language other than English being used. This is not for foreign language instruction courses or ENL instruction. Please note that while Bilingual certified teachers should be reported using a language code other than English (the foreign language in which they are assisting students), ESL certified teachers should be using the ENL indicator for all courses.*
- *Certified (i): The certification status generated for each course/section for Primary, Special Ed, and ESL teachers based on the course to certification mapping in the Crosswalk.*
- *Charter Exemption (j): (Not applicable) Charter schools report in Staff Snapshot which of their teachers they plan to exempt from the legal requirements for teacher certification. While the Department recognizes the legal exemption for a certain number and percentage of charter school teachers, the out of certification reports will not alter these teachers' certification statuses based on the use of the exemption indicator. Data publicly reported on <https://data.nysed.gov/> will footnote that charter schools are authorized under law to employ some teachers that lack certification.*
- *FTE (k): This represents the Employment Basis reported in Staff Snapshot. It is not used to determine a teacher's certification status for each course/section.*
- *Primary Ind (l): As reported in Course Instructor Assignment, this identifies a teacher that has primary responsibility for the course. Teaching aides and assistants must not be reported. A "Y" (Yes) will subject the teacher to a certification match as required by NYS and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. During the match process, if there are multiple primary instructors that were assigned to the course during its duration, NYSED will use the most current instructor in the course/section for the match.*
- *Special Ed Ind (m): As reported in Course Instructor Assignment, this identifies Special Education instructors for the course/section. Teaching aides and assistants must not be reported in Course Instructor Assignment. A "Y" (Yes) in this field will subject the staff to a Special Education certification match. Always report Special Ed teachers in Course Instructor Assignment with this indicator set to "Y." Be aware of course levels (Secondary vs Prior-to-Secondary) as they relate to Special*

*Education certifications during the match process. For example, a teacher with a Grade 1 - 6 SWD certification will not be considered certified for a secondary level course.*

- *ENL Ind (n): As reported in Course Instructor Assignment, this identifies ENL instructors for the course/section. Teaching aides and assistants must not be reported. A "Y" (Yes) in this field will subject the staff to a certification match. Always report ENL teachers in Course Instructor Assignment with this indicator set to "Y." For ESL certified teachers, the primary language for the course would be set to "ENGLISH."*
- *Incidental (o): Districts and BOCES can select one course/section that a teacher can teach outside their certification area and report this in Course Instructor Assignment. The section would be set to "Y" (Yes). Districts should consult their BOCES for information on the approval process for out of certification teaching. (See section on Incidental Teaching).*

### **SIRS-329 – Staff Certification Report**

- *The Staff Certification report provides school districts, BOCES, and charter schools with certification information for their staff contained in the NYSED Office of Teaching Initiatives (OTI or TEACH) database.*
- *The data contained in this report allows school districts, BOCES, and charter schools to keep track of their teachers' credentials, including certifications set to expire.*
- *The Department is not requiring the data in this report be certified as part of the Student Information and Repository System (SIRS) End of Year Certification as this report is strictly informational.*
- *The report displays information submitted through Staff Snapshot merged with the individual's certification data contained in the NYSED OTI database. The presence of that TEACH ID in Staff Snapshot will return all current certifications for that staff person.*
- *The report does not display expired or pending certificates.*
- *If blank cells appear in the certification columns in the report, there were no results found that identified the individual as holding a current certification.*
- *For a more in-depth review of an instructor's teaching credentials, the District should consult the OTI TEACH database through their authorized teacher look-up.*
- *Data Elements Found in the Report*
  - *Location Code (a): The reported staff location code in Staff Snapshot.*
  - *Location Name (b): The name of the reported location in Staff Snapshot.*
  - *Staff ID (c): The reported TEACH ID in Staff Snapshot used to match data in the OTI certification database.*

- *Name (d): The individual's name as reported in Staff Snapshot. If names in the LEA data do not align with those in the OTI database, the individual must contact the OTI to request a name change at <http://www.highered.nysed.gov/tcert/namechg.html>.*
- *Date of Birth (e): The date of birth as reported in Staff Snapshot. This data point matches the date contained in the OTI database.*
- *Job Description (f): Sourced from Staff Snapshot to allow for the sorting and filtering of teachers and non-teaching certified staff.*
- *Certification Area Code (g): Sourced from the OTI database. Identifies the code associated with the individual's certification area.*
- *Certification Area Description (h): Sourced from the OTI database. Identifies the description associated with the certification area code.*
- *Certification Effective Date (i): Sourced from the OTI database. The effective date of the issued certificate.*
- *Certification Expiration Date (j): Sourced from the OTI database. The expiration date of the issued certificate. There will not be a date for professional and permanent certificates as they do not expire.*
- *Certification Type Code (k): Sourced from the OTI database. The code identifying the certificate holder's type of certification.*
- *Certification Type Description (l): Sourced from the OTI database. The description identifying the certificate holder's type of certification.*

### ***Incidental Teaching***

*A superintendent of schools may assign certified teachers to teach a subject not covered by their certificate (incidental teaching) for a period not to exceed five classroom hours per week, when no certified or qualified teacher is available.*

*However, in response to the COVID-19 crisis, a superintendent of schools may assign certified teachers to teach a subject not covered by their certificate for a period not to exceed ten classroom hours a week during the 2020-2021 school year, when no certified or qualified teacher is available after extensive and documented recruitment.*

*The Commissioner of Education has delegated the approval of incidental teaching to BOCES. School districts should contact their local BOCES for information on requesting approval.*

*For additional information incidental teaching, please see [Commissioner's Regulations 80-5.3](#)*

### ***Substitute Teachers***

*Substitute teachers may be an important resource for schools during the COVID-19 crisis and currently fall into one of the three following categories.*



- *Substitute teachers with a valid teaching certificate can work in any capacity, for any number of days. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in an area for which they are certified.*
- *Substitute teachers without a valid certificate, but who are working towards certification (taking college coursework) at a rate of not less than six semester hours per year, can work in any capacity, for any number of days, in any number of school districts. If they are employed for more than 40 days by a school district or BOCES in a school year, they must be employed in the area for which they are seeking certification.*
- *Substitute teachers who do not hold a valid teaching certificate and are not working towards certification may work for no more than 40 days in a school district or BOCES in a school year, except as described below.*
  - *During the 2020-2021 school year, due to the COVID-19 crisis, substitute teachers who do not hold a valid teaching certificate and are not working towards certification, but hold a high school diploma or its equivalent, may be employed by the school district or BOCES beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year), if the district superintendent (for BOCES's and districts that are a component district of a BOCES) or the superintendent (for school districts that are not a component district of a BOCES) certifies that the district or BOCES, as applicable, has conducted a good faith recruitment search for a properly certified candidate and there are no available certified teachers that can perform the duties of such position. In rare circumstances, a district or BOCES may hire a substitute teacher beyond the 90 days, if a district superintendent or superintendent attests that a good faith recruitment search has been conducted and that there are still no available certified teachers who can perform the duties of such position and that a particular substitute teacher is needed to work with a specific class or group of students until the end of the school year.*