

Unatego

Central School District

Reopening Plan

July 29, 2020

Updated June 10, 2021



The information in this framework will be updated and continue to evolve in the coming weeks and months. It will be finalized as soon as practicable.

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Introduction

The goal of the Unatego Central School District is to open for in-person instruction in the fall of 2020. However, that will be done IF AND ONLY IF it can be done in a safe manner. At the time of the writing of this plan, based on multiple considerations with the health and safety of our students, staff, and their families, we are prepared to open only with a reduced number of students on campus on any given day, which will necessitate a HYBRID schedule. In a hybrid schedule, students will be on campus two or three days per week, and learning remotely on the days they are not in school. We also recognize that many families may opt to participate in remote learning if given that opportunity. We continue to explore whether this is a feasible and/or allowable option. At this time, we have received guidance from New York State that indicates we will have to:

- Maintain social distancing (six feet) at all times where feasible.
- Require the wearing of masks or approved face coverings for students and staff when in common areas, when social distancing cannot be maintained. **Effective June 8, 2021, as per the CDC, NYS DOH, and Otsego County DOH guidance and recommendations, face coverings are no longer required when students, staff, and visitors are outdoors on school property. Social distancing while outside is still encouraged.**
- Screen students, faculty, staff, and visitors on a daily basis for exposure to the COVID-19 virus, symptoms of the illness, and temperature checks. Anyone who is symptomatic, answers any screening questions in the affirmative, or has a temperature of 100 degrees or more will not be allowed to stay in school and must be isolated from the rest of the school population until such time as they can return home or be picked up by a parent or guardian.
- Promote best practices in pandemic hygiene, including frequent hand washing with soap and warm water for at least 20 seconds. In the event hand washing is not practicable, hand sanitizer will be provided in classrooms and in common areas.
- Limit or prohibit visitors to our buildings for the duration of the State of Emergency.
- Provide enhanced cleaning of our facilities and buses, including daily disinfection/sanitizing, and periodic deep cleaning. High touch areas will be cleaned several times per day.

The decision to provide instruction in-person, remotely, or a hybrid combination of the two is based on multiple factors, including but not limited to:

- The number of students we can transport safely under NYS DOH, NYSED, and CDC requirements and guidelines.
- The number of students we can provide in-person instruction to and maintain appropriate social distancing.
- The number of students who elect to learn remotely, if that option is viable.
- Infection and hospitalization rates in the Otsego-Unadilla Central School District, Otsego County, the Mohawk Valley region and New York State in general.
- An order by the Otsego Department of Health, NY State Department of Health, or Governor to close.
- The closure of other schools and programs we rely on for providing services to our students, including for example, BOCES programs.
- The ability to acquire enough cleaning products, personal protective equipment (PPE), or other supplies necessary to maintain a healthy environment.
- Daily and weekly absence rates for faculty, staff, and students and our ability to provide substitutes for those unable to work due to illness.

During the week of August 1-7, the Governor will determine whether schools in NY can open for in-person instruction. Parents have completed several surveys that will provide us with critical information designed to inform our reopening strategy. The decision to open in a hybrid, rather than in-person or remote model has been determined in part by the results of these surveys, as well as the aforementioned considerations.

Unatego Central School

OUR RESPONSE TO REOPENING DURING THE COVID19 PANDEMIC

With recently released guidance from New York State, we wish to communicate important information relative to how school will look this year. As we continue with the significant planning and preparation for the 2020-2021 school year, we hope that it will be a positive experience for our students.

It is clear that students excel in the structured, safe, and nurturing environments that our schools offer. We all want to be back in our respective schools. Based on the formula released late Monday, July 13th, by Governor Cuomo, we now have measured parameters for when we can open our school buildings as well as the benchmark for when we will close relative to COVID-19 infection rates. However, there are many, many factors that will inform those decisions beside simply a number. Much time has been spent sorting through the guidance, executive orders, and mandates that are coming from the State of New York, the CDC, and the NYS Department of Health as they pertain to reopening our schools. The health and safety of our students, faculty, and the Unatego Central School District community always informs and drives our decision-making process. When we are physically in our schools, it is our hope that we will be able to remain in them. To do this will take a commitment from our entire school community to “do their part” in preventing the spread of COVID-19. Whether it has been input from our respective reopening sub-committees or from parents or guardians via our school surveys, safety is the main consideration when planning our reopening and this plan will assist in spelling out those things that we all can do to ensure the safety of all.

There is still a lot that can change and may change before our scheduled school opening on September 10th. We will continue to monitor, assess, and communicate any changes or pertinent information that comes to light. Our plan is to have some or all of our students return to school on opening day. However, we recognize that there are a host of circumstances that may contribute to some of our students remaining in the home learning environment. We are in Phase IV of New York State’s reopening phasing process. As the State begins to relax certain restrictions, the risk of infection as well as the need for all of us to follow the safety precautions and health guidance increases as well.

The below represent those things that Unatego Central School District will do:

- Screen students, staff, and visitors for COVID19 symptoms on a daily basis.
- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Enforce face covering and social distancing protocols. **Effective June 8, 2021, face coverings are not required when outdoors on school property.**
- Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer liberally throughout our schools.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Provide cloth face coverings (2) for each student and each staff member. Parents and/or staff members are responsible for laundering their cloth face coverings on a daily basis.
- Provide paper (non-surgical) face coverings for all staff or students upon request.

- Train staff and students in proper hand hygiene and respiratory practices.
- “Cohort” students to the extent practicable, which means keeping small groups of students together throughout the day.

Unatego Central School District personnel and service providers will:

- Not come to work if they have:
 - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 10 days;
 - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 10 days;
 - knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - tested positive through a diagnostic test for COVID19 in the past 10 days.
- Notify the school immediately if they have been exposed to someone with COVID19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory.
- Wear face coverings at all times when social distancing cannot be maintained **when indoors**.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging, handshaking, high fives, fistbumping.

Our parents/guardians will:

- Provide their child with a cloth face mask if they so desire. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival. In addition, Unatego will provide each student with two cloth face coverings. Parents will be responsible for laundering these coverings daily.
- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
 - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 10 days
 - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 10 days
 - knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
 - tested positive through a diagnostic test for COVID19 in the past 10 days;

Our Spartan students will:

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings at all times **when inside a school building** except for when seated for lunch or at the instruction of a staff member who has determined that social distancing can be maintained.
- Respect and maintain the established 6 feet of social distancing to the extent possible and limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.

SHORT-TERM CLOSURE PREPAREDNESS

With the unpredictability and highly transmissible nature of COVID-19 as well as concerns related to the existence of this virus during the impending influenza season, it may be required from time-to-time during the school year to have short-term closures to deal with different COVID-19 issues. This may be the result of a known case of COVID-19 in our school, a directive from the Department of Health to close, or because of our need to more thoroughly clean the school.

The below are those broad things that we will do as a school and our UCSD personnel:

- Communicate with all stakeholders through the below means:
 - Utilization of School Messenger – automated messaging system provides capabilities relative to voice (phone), text, and email messaging.
 - Utilization of our District website: www.unatego.org for additional messaging and communication.
 - Utilization of district provided email system complete with already established email distribution lists for specific or widespread messaging.
- Utilization of social media, including Facebook and Twitter, to notify a wide range of stakeholders
- Be prepared to immediately convert to the home learning environment if our closure is projected to last longer than two days.
- Coordinate food pickup/delivery options if closed for more than a week.
 - Meals will be provided at the following locations from 11:00 AM. – 12:30 PM.: Former Otego Elementary School in Otego and the Unatego Elementary School in Unadilla.
 - Meals delivered on these days will consist of the following:
 - On Monday: Monday lunch, Tuesday breakfast and lunch, and Wednesday breakfast will be distributed.
 - On Wednesday: Wednesday lunch, Thursday breakfast and lunch, and Friday breakfast will be distributed.
 - On Friday: Friday lunch and Monday breakfast will be distributed.

What we are asking of our Parents/Guardians:

- Remind their child(ren) in grades 6-12 to bring their Chromebooks to school daily.

Our district teachers should:

- **Grades K-5 Teachers:**
 - Create a COVID19, two-day emergency packet of work for students for each subject. This work will be sent home with students the first week of school to be held until needed.

- Be prepared to work on-site the first two days of a closure in order to prepare up to two-weeks of materials.
- Work with Information Technology services to ensure personal connectivity with their devices.
- **Grades 6-12 Teachers:**
 - Be prepared to immediately provide students with two days of assignments through Google Classroom that do not require access to textbooks or in-person resources.
 - Be prepared to work on-site the first two days of a closure to prepare materials for up to two weeks.
 - Work with Information Technology services to ensure personal connectivity with their devices.

Our Students in Grades 6-12 should:

- Take home their Chromebooks daily and be ready to switch to remote learning if needed.

Community Engagement and Communication



STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being submitted to the State Education Department.</p> <p>NOTES</p> <ul style="list-style-type: none"> • The Spartan School Reopening Task Force convened on May 28, June 29, July 20, and July 27, 2020. The Task Force had representatives from all stakeholder groups, including teachers, administrators, staff, parents, and community members. The Task Force membership is provided in Appendix A. • Each member of the Task Force agreed to serve on one or more sub-committees which included Health and Safety; Operations, Maintenance, and Transportation; and Teaching and Learning. Each subcommittee met multiple times during the planning process. • Each subcommittee chose a facilitator and note-takers throughout the process. • Each subcommittee created a list of recommendations in their particular area of concern and the three lists were distributed to all Task Force members. • On June 29, at the Task Force meeting, consensus was reached on all recommendations from the subcommittees, pending further guidance from New York State. • During the week of July 13, 2020, final guidance was received from the New York State Department of Health (DOH), New York State Education Department (NYSED), and the Centers for Disease Control (CDC). These guidance documents were widely distributed to all members of the Task Force and as a result, the Task Force met again on July 20, 2020 to discuss their recommendations in light of the latest guidance. A general consensus was reached among the Task Force membership to allow the administrative team to insert their recommendations into 	<p>NYSED ASSURANCE</p>	<p>15, Bullet 1 CFCE, 1</p>

<p>a new framework based on the requirements/recommendations/guidelines contained in the NYS guidance documents.</p>		
<p>The District will use the following communication tools to notify the community of the reopening plan.</p> <ul style="list-style-type: none"> • We will use our existing website www.unatego.org to serve as the primary location for all communication that is not done through social media. • The district’s official Facebook page: www.facebook.com/Unatego.org/ will be used to push notifications to individuals following the page. • The district will also utilize the Superintendent’s Twitter account @DrDaveUnatego to further spread information as needed. • The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website www.unatego.org • As needed, the District will hold virtual meetings via Zoom or other videoconferencing software. • Engage stakeholders in reopening plans. Reopening committees and subcommittees have included administrators, faculty, staff, parents, local health departments, local health care providers, community officials, unions, insurance carriers, and other experts as needed. • Obtain feedback from stakeholders during the formation of reopening plans. Surveys of students, parents, and community members were conducted, and will continue, to allow for input from all parties. Topics covered in the surveys included online learning, connectivity, bussing, and parent and community concerns. • Communicate in multiple ways. Unatego has used several platforms to communicate with parents, students, and others including, School Messenger automatic calls and emails, dedicated page for COVID-19 on the school website, social media, news media, Google Classroom, Class Dojo, personal phone calls, as well as letters mailed home. Communication will continue in all these platforms as well as any others that might help to reach all parties. If necessary, translations into other home languages, as well as accommodations for those with visual or hearing impairments will be provided. 	<p>NYSED ASSURANCE</p>	<p>15, Bullet 1 CFCE, 2</p>

<ul style="list-style-type: none"> • Provide regular updates to families. Unatego will communicate regularly with parents with updates on health and safety, scheduling, and any other information of interest to families. Families will be encouraged to provide feedback regularly. • Communicate within the school building. Unatego will install signage at entrances and throughout the building to inform about new COVID-19 protocols including, but not limited to, hand washing hygiene, proper face covering wearing, social/physical distancing, and respiratory hygiene. Signage will include symptoms of COVID-19. • Train students and staff in new COVID-19 protocols. Staff will be trained, before opening of school, in all new COVID-19 protocols including but not limited to hand washing hygiene, proper face covering wearing, social/physical distancing, and respiratory hygiene. Students and families will be informed through all communication methods of the required protocols before school starts. Students will be taught, and reminded often, protocols upon return to school. • Communicate with visitors to the school building. While visitors will be discouraged from entering school, those that do enter will be screened as well as complete a questionnaire. Signage at the single-access entry will include CDC and DOH required protocols. • Designate a COVID-19 coordinator. Dr. David Richards, Superintendent will be the district coordinator of COVID-19 efforts. Each building principal will be able to answer questions from parents 		
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STRATEGY	GUIDANCE	PAGE(S)
<p>The Unatego Central School District has collaborated with DCMO BOCES Safety and Risk Management to purchase and acquire signage and information to be displayed throughout the schools to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personal hygiene instructions • Social Distancing reminder/directives • Use of Face Coverings required • Respiratory hygiene 	<p>NYSED ASSURANCE</p>	<p>15, Bullet 2 CFCE, 2</p>
<p>The district will ensure all students are taught or trained on how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.</p> <p>NOTES</p> <ul style="list-style-type: none"> • Our District will provide short videos to be used in the training of students and staff in each of these areas. These videos will be uploaded to the district’s website, social media, and other presentation formats. • The School Nurses will also provide in-class instruction to younger students as appropriate and needed. 	<p>NYSED ASSURANCE</p>	<p>15, Bullet 3 CFCE, 3</p>
<p>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, especially when a social distance cannot be maintained.</p>	<p>NYSED ASSURANCE</p>	<p>16, Bullet 1 CFCE, 4</p>
<p>The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. The written plan will be published in PDF format to ensure that those with visual and/or hearing impairments will be able to access the materials.</p>	<p>NYSED ASSURANCE</p>	<p>16 CFCE, 5</p>

Health & Safety



STRATEGY	GUIDANCE	PAGE(S)
<p>As of 07/21/2020, the Unatego Central School District hopes to hold in-person instruction in September for as many students who can attend safely. All decisions will be based on our ability to mitigate risk of COVID19 exposure and transmission. Factors such as the below-listed will be considered:</p> <ul style="list-style-type: none"> • The following school buildings were designed for the below listed student populations: • Unatego Elementary: Built in 1931 and designed for 500 students. • Unatego Junior-Senior High School built in 1967 and designed for 800 students. • Almost every teacher has their own classroom. • In grades K through 5 there are two or three sections of each grade level. Currently no section exceeds 24 students. • In grades 6-12, the majority of classes are less than 24 students, and efforts will be ongoing over the summer to reduce class sizes to 24 or less. In instances where class sizes cannot be reduced to that level, alternative spaces will be considered – cafeteria, gymnasium, auditorium, etc. • 30,000 disposable, non-surgical masks, 2,400 cloth masks are currently on-site. Face shields are currently on order for those staff members who request them. • Parents have been polled and approximately 60 % or more require transportation for their students to and/or from school daily, exceeding the capacity of our buses if social distancing is practiced. 	<p>NYSED ASSURANCE</p>	<p>17, Checkbox 1 HS, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>Stakeholder meetings will be held to garner input/feedback prior to creation of the reopening plan and prior to the final version of the plan being approved by the Board of Education.</p> <p>NOTES</p> <ul style="list-style-type: none"> • The Spartan School Reopening Task Force convened on May 28, June 29, July 20, and July 27, 2020. The Task Force had representatives from all stakeholder groups, including teachers, administrators, staff, parents, and community members. The Task Force membership is provided in Appendix A. • Each member of the Task Force agreed to serve on one or more sub-committees which included Health and Safety; Operations, Maintenance, and Transportation; and Teaching and Learning. Each subcommittee met multiple times during the planning process. • Each subcommittee chose a facilitator and note-takers throughout the process. • Each subcommittee created a list of recommendations in their particular area of concern and the three lists were distributed to all Task Force members. • On June 29, at the Task Force meeting, consensus was reached on all recommendations from the subcommittees, pending further guidance from New York State. • During the week of July 13, 2020, final guidance was received from the New York State Department of Health (DOH), New York State Education Department (NYSED), and the Centers for Disease Control (CDC). These guidance documents were widely distributed to all members of the Task Force and as a result, the Task Force met again on July 20, 2020 to discuss their recommendations in light of the latest guidance. A general consensus was reached among the Task Force membership to allow the administrative team to insert their recommendations into a new framework based on the requirements/recommendations/guidelines contained in the NYS guidance documents. • Virtual townhall meeting with Parents/Families to be held in August 2020. • Townhall meetings to be held in person and virtually with staff in August 2020. 	<p>NYSED ASSURANCE</p>	<p>17, Checkbox 2 HS, 2</p>
<p>The District will use the following communication tools to notify the community of the reopening plan.</p> <ul style="list-style-type: none"> • We will use our existing website www.unatego.org to serve as the primary location for all communication that is not done through social media. • The district’s official Facebook page: www.facebook.com/Unatego.org/ will be used to push notifications to individuals following the page. 	<p>NYSED ASSURANCE</p>	<p>17-18, Checkbox 3 HS, 3</p>

<ul style="list-style-type: none">• The district will also utilize the Superintendent’s Twitter account @DrDaveUnatego to further spread information as needed.• The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website www.unatego.org• As needed, the District will hold virtual meetings via Zoom or other videoconferencing software.• As needed, the District will send mailings to households without access to the internet.		
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STRATEGY	GUIDANCE	PAGE(S)
<p>Unatego has collaborated with DCMO BOCES Safety and Risk Management to purchase and acquire signage and information to be displayed throughout the school to remind students, staff, and visitors of COVID19 protocols. Signage includes, but is not limited to:</p> <div data-bbox="178 251 1270 649" style="text-align: center;"> <p>The image shows three posters. The first is a blue and white sign that says 'NOTICE FACE MASK REQUIRED BEYOND THIS POINT' with a circular icon of a face wearing a mask. The second is a blue and white sign titled 'SOCIAL DISTANCING' that says 'Avoid close contact. Allow a 6 foot distance between you and other people.' It features an illustration of two people with a double-headed arrow between them labeled '6 feet'. Below this, it says 'AVOID Handshakes, Hugs and Large Crowds!' with three red prohibition signs over icons of a handshake, a hug, and a crowd. The third is a purple and white sign titled 'Stop Germs! Wash Your Hands.' It details six steps: Wet Hands, Apply Soap, Scrub, Rinse Well, Dry Hands, and a final step about avoiding face touching. Each step includes a small illustration.</p> </div> <p>Additionally, each campus has a large format color poster printer for creating, in-house, COVID-19 related safety posters, based on available resources from Otsego Public Health, BOCES, the CDC, the DOH, and other State and Federal Government resources. These large format posters can be generated on demand and will be posted in public areas, instructional areas, transportation vehicles, common areas, and at all entrances.</p> <p>Topics include (but are not limited to): social distancing guidelines, hand and respiratory hygiene, occupancy restrictions, directions for traffic flow in hallways and bathrooms, use of masks and PPE, COVID-19 signs and symptoms, isolation room protocols, health office protocols, restrictions for parents and visitors, contractors, and delivery services.</p> <p>All posters will also be available on the school website as a reference for students, parents, faculty and staff, and community members.</p>	<p>NYSED ASSURANCE</p>	<p>17-18, Checkbox 3 HS, 3</p>
<p>The district reopening plan has a written protocol developed in collaboration with the School Nurses, the School Medical Director, and the Otsego County Department of Health 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.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • COVID19 SIGNS OF ILLNESS PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>18, Checkbox 1 HS, 4</p>

<p>The district reopening plan has written protocols 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.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENTS</p> <ul style="list-style-type: none"> • SCREENING PROTOCOL - VISITORS • COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS • SCREENING PROTOCOL - STAFF • COVID19 HEALTH SCREENING QUESTIONNAIRE – STAFF • SCREENING PROTOCOL - STUDENTS • COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS 	<p>NYSED ASSURANCE</p>	<p>17-18, Checkbox 3 HS, 5, 8, 9,</p>
<p>STRATEGY</p>	<p>GUIDANCE</p>	<p>PAGE(S)</p>
<p>Ill students and staff will be assessed by a school nurse. If the school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.</p>	<p>NYSED ASSURANCE</p>	<p>18, Checkbox 3 HS, 6</p>
<p>The district reopening plan has written protocols 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.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENTS</p> <ul style="list-style-type: none"> • COVID19 SYMPTOM CONFIRMATION PROTOCOL – VISITORS • COVID19 SYMPTOM CONFIRMATION PROTOCOL – STAFF • COVID19 SYMPTOM CONFIRMATION PROTOCOL – STUDENTS • WAIT IN PLACE PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 4), 22, 37-40 HS, 7</p>
<p>The district reopening plan has written a protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.</p> <p>NOTES: WE will provide short videos to be used in the training of students. These videos will be uploaded to the district’s website, social media, and other presentation formats. The content for the videos is based on the CDC guidance for best practices in hand washing: https://www.cdc.gov/handwashing/videos.html</p> <p>Signage has been purchased and will be placed in appropriate spaces for handwashing:</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 7), 26 HS, 10</p>



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • SOCIAL DISTANCING PROTOCOLS/DECISIONS 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 8), 28-30 HS, 11</p>
<p>The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • VULNERABLE/HIGH-RISK GROUPS ACCOMMODATIONS 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 9), 30-31 HS, 12</p>
<p>The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.</p> <p>SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 10), 36 HS, 13</p>

<ul style="list-style-type: none"> • FACE COVERING PROTOCOL 		
<p>The district reopening plan has a process 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.</p> <p>NOTES The district has purchased and already has on-site 2,400 non-surgical cloth facemasks for those faculty, staff, or students who may have forgotten to bring their own. The district has 30,000 paper facemasks on hand as well as properly fitted N95 masks for those in our health offices.</p> <p>Our District Lead Custodian will be responsible for monitoring the supply of PPE on-hand at all times.</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 11), 33-34 HS, 14</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has written a protocol for actions to be taken if there is a confirmed case of COVID19 in the school.</p> <p>It is unlikely that the school district would receive positive confirmation of a COVID19 case within a day of a staff member or student being either sent home or staying home due to COVID19 like symptoms. It is therefore our plan to maintain the highest levels of precaution and disinfect every classroom and work space on a daily basis using an electrostatic disinfectant sprayer in coordination with regular cleaning.</p> <p>Unatego CSD protocol:</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 1), 40-41 HS, 15</p>

<p>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:</p> <ul style="list-style-type: none"> ○ 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. ○ The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. <p>We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols.</p>		
<p>The district reopening plan has a written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screening for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.</p> <p style="text-align: center;">SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 2), 40-41 HS, 16</p>
<p>The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.</p> <p style="text-align: center;">SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • CLEANING AND DISINFECTING PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 3), 42-44 HS, 17</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons</p> <p style="text-align: center;">SEE APPENDIX C FOR THE FOLLOWING DOCUMENT</p> <ul style="list-style-type: none"> • MODIFICATIONS TO SAFETY DRILLS 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 4), 45-47 HS, 18</p>
<p>As of 07/21/2020, the Unatego Elementary School plans to offer an after-school program for students in grades K -5. All decisions will be based on the district’s ability to mitigate risk of COVID19 exposure and transmission. Any after-school program will observe all school rules, protocols, and strategies related to COVID19 mitigation and health and safety. The after-school program will use four large spaces for students: the cafeteria, the gymnasium, the multi-purpose room, and the playground. Staff and students will be provided with cloth face masks and non-surgical face masks will also be available.</p> <p>Students will be arranged in cohorts, when appropriate, and observe the 6-foot and 12-foot social distancing rules, depending upon the types of activities being implemented (academic, social, or physical).. Staff and students will also maintain proper hand and respiratory hygiene and observe all rules regarding nutrition and meals (snacks).</p> <p>The number of students admitted to the after-school program will be based on the maximum occupancy for the spaces used for the program (based on the 6-foot and 12-foot social distancing rules) and on the daily attendance during the regular school day.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 5) HS, 19</p>
<p>The district reopening plan designates a COVID19 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.</p> <ul style="list-style-type: none"> • The Superintendent of the Unatego Central School District will serve as the COVID19 safety coordinator. 	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 6) HS, 20</p>

FACILITIES



STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.</p> <ul style="list-style-type: none"> No changes to facilities planned at this time. 	ASSURANCE	FAC, 1
<p>The district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.</p> <ul style="list-style-type: none"> They will be conducted as scheduled. 	ASSURANCE	FAC, 2
<p>The district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.</p> <ul style="list-style-type: none"> These tests will be conducted by district personal or BOCES 	ASSURANCE	FAC, 3
<p>The 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.</p> <ul style="list-style-type: none"> All dispensers will meet these requirements. 	ASSURANCE	FAC, 4
STRATEGY	GUIDANCE	PAGE(S)

<p>The 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.</p> <ul style="list-style-type: none"> • No dividers are planned at this time. 	ASSURANCE	FAC, 5
<p>The district reopening plan must ensure that all new building construction and temporary quarter project will be submitted to OFP for a full code review.</p> <ul style="list-style-type: none"> • No new building projects planned at this time in response to COVID19. 	ASSURANCE	FAC, 6
<p>The district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation</p> <ul style="list-style-type: none"> • No facilities will be leased in response to COVID19. 	ASSURANCE	FAC, 7
<p>The district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.</p> <ul style="list-style-type: none"> • No tents will be used in response to COVID19. 	ASSURANCE	FAC, 8
<p>The district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.</p> <ul style="list-style-type: none"> • Any changes made during this time will be in accordance with NYS BCNYS. 	ASSURANCE	FAC, 9

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <ul style="list-style-type: none"> • All district buildings with meet this requirement • Water fountains will be turned off where a water bottle filling station is available 	ASSURANCE	FAC, 10
<p>The district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.</p> <ul style="list-style-type: none"> • HVAC ventilation systems that are computerized will be set for extended run time • HVAC ventilation will be set for maximum air intake • The district will encourage staff to open windows to allow for fresh air whenever feasible. 	ASSURANCE	FAC, 11
<p>The district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.</p> <ul style="list-style-type: none"> • No projects planned at this time; however, if one is planned, it will be labeled as such. 	ASSURANCE	FAC, 12
<p>Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.</p> <ul style="list-style-type: none"> • No plastic separators are planned at this time; however, if they are they will be in compliance. 	ASSURANCE	FAC, 13

CHILD NUTRITION



STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>IN-PERSON And REMOTE-LEARNING</p> <p>The District will continue to provide free breakfast and free lunch to all students. This will be done by a combination of “grab and go” meals, delivery to the classrooms, and pre-prepared trays of food in the cafeteria for students in attendance. For students that are in school every other day, and learning remotely on the other days, meals will be sent home with them at the end of their days of attendance. For any students that may only be doing remote learning, meals will be delivered to their homes, or available for pickup.</p>	<p>NYSED ASSURANCE</p>	<p>54 (Checkbox 1) CN, 1</p>
<p>The district reopening plan must address all applicable health and safety guidelines.</p> <p>The District will continue to follow the health and safety guidelines issued by the Department of Health. Training will also be provided to staff regarding proper use of gloves, handwashing, and when not to come to work.</p>	<p>NYSED ASSURANCE</p>	<p>54 (Checkbox 2) CN, 2</p>
<p>The district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 3) CN, 3</p>

<p>Any other established serving locations will be marked for students with food allergies.</p> <p>The Cafeteria workers will communicate with administrators and school nurses to obtain a list of any students with allergies, and food will provided accordingly. The register system used by the District also triggers a notification of any allergies.</p>		
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STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>Grades K-12:</p> <p>Classroom teachers or aides will help implement hand hygiene activities before and after meals. Handwashing will be done as practicable, as well as hand sanitizer will be used if hand washing is not done.</p> <p>Appropriate hand hygiene will be promoted by the teachers, administrators and nurses, as well as posters in the building.</p> <p>Students will be six feet apart during meal times, which will discourage any sharing of food and beverages. There will also be training, posters and adult supervision which will also discourage sharing.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 4) CN, 4</p>
<p>The 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.</p> <p>Tables</p> <p>The cafeteria and/or custodial staff will clean all tables and desks in between lunch periods with a detergent and cloths. The tables and desks, if utilized, will be disinfected with the electrostatic sprayer at the end of each day.</p>	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 5) CN, 5</p>
<p>The district reopening plan must ensure compliance with Child Nutrition Program requirements.</p> <ul style="list-style-type: none"> The district will continue its compliance with all Child Nutrition Program requirements. 	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 6) CN, 6</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.</p> <ul style="list-style-type: none"> • We will use our existing website www.unatego.org to serve as the primary location for all communication that is not done through social media. • The district’s official Facebook page: www.facebook.com/Unatego/ will be used to push notifications to individuals following the page. • The district will also utilize its School Messenger auto notification system to share messages via voice, text, email. Those without emails or social media accounts will be directed to the school district’s official website www.unatego.org • As needed, the District will hold virtual meetings via Zoom or other videoconferencing software. 	<p>NYSED ASSURANCE</p>	<p>55 (Checkbox 7) CN, 7</p>
<p>The district reopening plan must require that students must social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.</p> <ul style="list-style-type: none"> • Students will be six feet apart, not facing each other, while consuming meals in the classrooms, cafeterias or gymnasiums. 	<p>NYSED ASSURANCE</p>	<p>55 CN, 8</p>



TRANSPORTATION

STRATEGY	GUIDANCE	PAGE(S)
Parents/guardians are encouraged to self-transport students.	DOHIG	3, "Transportation"
<p>The district reopening plan must ensure all buses which are used every day by districts will be cleaned/disinfected once a day and ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.</p> <ul style="list-style-type: none"> • Bus drivers, monitors and attendants will clean high-touch surfaces on the bus after each run with wipes; and/or cloths and detergents provided by the district. • The district buses will be disinfected at least once daily. This will either be between AM & PM bus runs or after the PM run. This will be done with a disinfectant sprayer. 	DOHIG NYSED ASSURANCE	3, "Disinfection" 60 (Checkbox 2) TPORT, 1, 2
<p>The district reopening plan ensures school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. Additionally, the plan ensures that school bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.</p> <ul style="list-style-type: none"> • Per NYSED hand sanitizers will not be permitted on school buses and vans owned by the district • Drivers, monitor and attendants will be instructed not that it is permissible to carry personal hand sanitizer while on district owned buses and vans. 	NYSED ASSURANCE	60 (Checkbox 3) TPORT, 3, 4
The district reopening plan requires that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.	NYSED ASSURANCE	61 (Checkbox 2) TPORT, 5

<ul style="list-style-type: none"> • Bus drivers, monitors, attendants and mechanics will be required to wear face coverings while students are on the bus or anytime they cannot social distance by at least 6 feet. • Transportation staff will be provided a face shield if requested by the employee. This will be worn in addition to the face covering. 		
<p>The 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 COVID19.</p> <ul style="list-style-type: none"> • District employees will be trained and receive periodic training on the proper use of PPE • District employees will be trained in the signs and symptoms of COVID-19 • The district will work together with BOCES health & safety as well as other organizations to provide this training. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 3) TPORT, 6</p>
<p>Transportation staff (drivers, monitors, attendants, mechanics) will be trained and provided periodic refreshers on the proper use of social distancing.</p> <ul style="list-style-type: none"> • District employees will be trained how to properly social distance • The district will post signs and have periodic training on social distancing 	<p>NYSED ASSURANCE</p>	<p>TPORT, 7</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan requires that transportation departments will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.</p> <ul style="list-style-type: none"> The district will provide all necessary personal protective equipment to its employees. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 4) TPORT, 8</p>
<p>The 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.</p> <ul style="list-style-type: none"> The Bus Garage will have hand sanitizer available for all employees. 	<p>NYSED ASSURANCE</p>	<p>TPORT, 9</p>
<p>The district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.</p> <ul style="list-style-type: none"> Any transportation employee who must have direct physical contact with a child will wear gloves. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 5) TPORT, 10</p>
<p>The 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.</p> <ul style="list-style-type: none"> The district will require daily health screening for all personnel Any personnel experiencing symptoms of COVID-19 should notify the district and seek appropriate medical attention. 	<p>NYSED ASSURANCE</p>	<p>61 (Checkbox 1) TPORT, 11</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan requires that students must wear a mask on a school bus if they are physically able.</p> <ul style="list-style-type: none"> • Student who are able will be required to have a face mask on prior to boarding the bus • Students who are able will be required to wear an appropriate face mask for the entire time they are on the bus • Any student who is not wearing a face mask must social distance at least 6 feet from others to the extent practical <p>SEE APPENDIX C</p> <ul style="list-style-type: none"> • FACE COVERING PROTOCOL 	<p>NYSED ASSURANCE</p>	<p>60 (Checkbox 1), 62 (Checkbox 2) TPORT, 12</p>
<p>The district reopening plan ensures that students who do not have a mask will NOT be denied transportation and that students who do not have masks must be provided one by the district.</p> <ul style="list-style-type: none"> • Students who are not wearing a mask at the bus stop will be provided on by the bus driver, monitor or attendant prior to boarding • Although encouraged, if an able student refuses to wear a mask the district will not refuse transportation. • If a student on district transportation will not or cannot wear a mask, strict social distancing (six feet) around that student will be enforced. <p>SEE APPENDIX C</p> <ul style="list-style-type: none"> • FACE COVERING PROTOCOL 	<p>NYSED DOHIG ASSURANCE</p>	<p>62 (Checkboxes 4,5) 14, “Personal Protective Equipment” TPORT, 13, 14</p>
<p>The 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.</p> <ul style="list-style-type: none"> • Any student with a disability that prevents him/her from wearing a mask will NOT be denied transportation. • If a student with a disability which would prevent them from wearing a mask strict social distancing around that student will be required. 	<p>NYSED ASSURANCE</p>	<p>62 (Checkbox 6) TPORT, 15</p>

<p>The 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 COVID19.</p> <ul style="list-style-type: none"> • The district will post signs and send periodic communication on the use of PPE and COVID-19 symptoms • Students will receive periodic reminder how to properly use PPE • Students will receive periodic reminder on the symptoms of COVID19 	ASSURANCE	TPORT, 16
<p>The district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.</p> <ul style="list-style-type: none"> • Students will be trained to social distance at bus stops while waiting for the bus • Students from the same household might be required to sit together on the bus • To the extent practical, students will be socially distanced on the bus <p>SEE APPENDIX C</p> <ul style="list-style-type: none"> • SOCIAL DISTANCING PROTOCOLS 	ASSURANCE	TPORT, 17

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.</p> <ul style="list-style-type: none"> • The district will continue to provide pupil transportation any students who attend a school that is still in session even if our district is closed • All students will be transported base on calendar of their school of attendance • The district will not provide transportation in a weather event if the roads are deemed to be unsafe for travel. 	<p>NYSED ASSURANCE</p>	<p>63 (Checkbox 1) TPORT, 18</p>
<p>Per DOH guidance all windows on the school bus will be cracked open to increase ventilation. The roof hatches will also be opened to increase airflow. The bus driver will monitor the warmth of the bus and adjust as necessary to provide a comfortable climate.</p>	<p>DOHIG</p>	<p>3, “Ventilation”</p>
<p>All other expectations for students riding a bus in accordance with our <i>Code of Conduct</i> remain in effect.</p>	<p>LOCAL</p>	<p>Unatego Policy #3410</p>



SOCIAL EMOTIONAL WELL BEING

STRATEGY	GUIDANCE	PAGE(S)
<p>The district ensures that district-wide comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.</p> <p>NOTES The comprehensive school counseling program has been reviewed at its July 20th, 2020 meeting. The plan has been updated to address current needs.</p> <p style="text-align: center;">Social/Emotional Well-Being 2020-2021</p> <p><i>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.</i></p> <ol style="list-style-type: none"> 1. The Unatego school counselors update the Comprehensive School Counseling Plan yearly, following the regulations set by NYSED. 2. The Unatego school counselors present the updated plan to the Board of Education yearly. 3. This addendum is due to the COVID-19 pandemic and its impact on the school community. 	<p>NYSED ASSURANCE</p>	<p>65 (Checkbox 1) SEWB, 1</p>

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.

1. Opening Day Professional Development will be organized for teachers/staff in small groups or on Zoom to address the following:
 - a. Tutorials on how to use Zoom and other internet platforms successfully with students.
 - b. Restorative Practices
 - c. Mindfulness
 - d. Counselors will meet with teachers to brain-storm ideas for meeting students' needs, based on what was learned during the spring school shutdown.
 - e. OLWEUS
 - f. PBIS
2. Unatego will participate in the Professional Development that is offered through DCMO BOCES.
 - a. Self-care workshops
 - b. Weekly Regional PLC's
 - i. Professional Learning Community for individual content areas and grade levels
 - ii. Collaboration for and support in how to support students and parents during school shutdown.
3. Each building will continue to use established programs to address teacher/staff needs during faculty meetings.
 - a. The High School will use Restorative Practices and Community Circles.
 - b. The Middle School will use Mindfulness and Community Building.
 - c. The Elementary will focus on team meetings.

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.

1. The Unatego School Counseling Plan Advisory Committee will continue to meet two times per year, or more often as needed, to collaborate and inform the School Counseling Plan and related services. It consists of all stakeholders: Counselors, Psychologist, Teachers, Parents, Students, Administration.

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.

1. The Unatego School Counseling staff has created a bulletin with names, addresses, and telephone numbers of county agencies, and will be mailed to all families in the district, and Unatego staff. It also contains information for contacting the school counselors.
2. Unatego participates in the Systems of Care Grant in Otsego County, which gives us access to the Behavioral Health Resource Center (BHRC), and provides for a LCSW in the district. The role of this person is to assist families with access to county resources, focusing on the family's individual needs. The referrals for this program go through the school counselors.
3. The school counselors will be holding bi-weekly Zoom meetings with each teacher at each grade level throughout the 2020-2021 school year. These meetings will allow for "check-ins" with teachers and staff, and, also, allow us to collaborate on students' needs.
4. The school counselors will hold bi-weekly in person or Zoom meetings with students in each grade level as needed.
5. The school counselors will work with teachers and principals to address student attendance concerns (in-person and on-line).
6. The school counselors will be available to provide one-to-one counseling for those students who are in need. This will take place according to CDC, NYS Department of Health, and NYSED guidelines for such meetings.

	NYSED ASSURANCE	66 (Checkbox 1) SEWB, 2

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.</p> <p>Staff The Unatego Central School District provides all employees free access to the ESI, an Employee Assistance Program (EAP). This is a confidential service. The contact numbers are 1-800-252-4555 or 1-800-225-2527.</p> <p>An employee assistance program (EAP) is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; sub-stance/alcohol abuse) that may be adversely affecting the employee’s performance. The plan also includes a wide array of other services, such as nurse advice telephone access, basic legal assistance and referrals, adoption assistance, or assistance finding elder care services.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 2) SEWB, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.</p> <p>NOTES Since the 2016-2017 school year, the Social-Emotional Well Being of both students and staff has been part of our district-wide goals. Professional development has been provided to staff on a yearly basis.</p> <p>Our goal is to continue to provide staff with the knowledge and skills to be able to engage with students in a manner that supports their social- and emotional well-being. We will utilize Superintendent Conference Days and early-release opportunities to provide the professional development needed for our staff.</p>	<p>NYSED ASSURANCE</p>	<p>66 (Checkbox 3) SEWB, 4</p>



SCHOOL SCHEDULE

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>ELEMENTARY ARRIVAL 8:00-8:15 am</p> <p>THOSE WALKING OR BEING DROPPED OFF FOR BREAKFAST 8:00-8:15 am</p> <p>THOSE WALKING OR BEING DROPPED OFF FOR SCHOOL 8:00-8:15 am</p> <p>ELEMENTARY BREAKFAST 8:00-8:15 am</p> <p>CLASSES BEGIN at 8:15 a.m.</p>	NYSED ASSURANCE	75 SCHS, 1

SCHEDULE

Grades K-5: Will follow a schedule as directed by their teachers and classroom LTAs.

LUNCH

Grades K-5: Will eat lunch in the classroom or another area as assigned.

DISMISSAL

STUDENTS RIDING BUSES:

Grades K-2: 2:40-2:45

Grades 3-5: 2:40-2:45

WALKERS: 2:40-2:45

MIDDLE SCHOOL AND HIGH SCHOOL

ARRIVAL: 8:00-8:15

FIRST BELL: 8:00 am

Students will move to each of their classes on the regular master bell schedule.

LUNCH: Utilizing the cafeteria, gymnasium, and classrooms, student will be socially distanced for entire lunch period.

SCHEDULE

Grades 6-12: Will follow the master schedule. Breaks from masks will occur throughout the day if necessary.

DISMISSAL: 2:40-2:45

At this point in time, any contingency plans regarding a hybrid model would be focused on bringing fewer students into the building and keeping the schedule above intact to the greatest extent possible.



ATTENDANCE & CHRONIC ABSENTEEISM

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.</p> <p>Attendance will be taken in our student management system, PowerSchool.</p> <p>IN-PERSON LEARNING The District’s Attendance Policy will be followed for all students who are attending in-person learning.</p> <p>REMOTE LEARNING</p> <ol style="list-style-type: none"> Record attendance during remote learning. Daily attendance will be recorded while students work from home. Flexibility will be needed as not every teacher will engage with every student each day during remote or hybrid learning. Teachers using a virtual platform, such as Zoom, will record student attendance in our student data management system, currently PowerSchool. Students not assigned to a virtual class meeting will be required to check in with school through a staff member assigned to them. Flexibility will be given to the time of check in as parent schedules, availability of 	<p>NYSED ASSURANCE</p>	<p>81 (Bullet 1) ATT, 1</p>

<p>technology, and other barriers may preclude students from connecting with teachers at a certain time.</p> <p>Remote-learning students will be marked absent if (1) they do not participate in or interact with their respective teacher; (2) if their parent/guardian has indicated that they are not available for instruction that day through communication with their child's respective school.</p>		
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STRATEGY	GUIDANCE	PAGE(S)
<p data-bbox="107 136 947 168">ABSENCES DUE TO COVID19 OR COVID19 SYMPTOMS</p> <p data-bbox="205 212 1325 318">Although required to count all absences by State regulation, all absences due to COVID19 or COVID19 symptoms will be considered “Excused” for the duration of the student’s inability to engage in learning due to COVID19 or COVID19 symptoms.</p> <p data-bbox="205 358 1289 427">A student who is under quarantine or awaiting test results, may have their attendance counted as “present” if they continue to engage in learning.</p> <p data-bbox="205 467 1304 573">Teachers, school counselors, administrators will work with each student and family to ensure that students who are kept home due to COVID19 are able to continue their learning to the extent practicable.</p>	<p data-bbox="1377 136 1493 204">NYSED LOCAL</p>	<p data-bbox="1598 136 1633 168">83</p>
<p data-bbox="107 651 506 683">CHRONIC ABSENTEEISM</p> <p data-bbox="107 724 1331 954">Students missing more than ten percent of school are considered chronically absent. Research has shown that chronically absent students are not generally able to be academically successful in school. The use of a referral to PINS (Person In Need of Supervision) through Family Court and Educational Neglect through the Department of Social Services will be a last resort for those students not participating in school both in-person and online. Unatego will make every effort to reach out to students and their families to resolve the attendance issue. Our goal is to establish positive school relationships with students and their families and work together toward a successful academic year.</p> <p data-bbox="107 963 632 995">Toward that end, Unatego Central School will:</p> <ol data-bbox="155 1000 1325 1393" style="list-style-type: none"> <li data-bbox="155 1000 1325 1247">1. Record daily attendance and note those absent. This will be done through our student data management system, currently PowerSchool, during in-person instruction by teachers during each period at the Middle/High School and by the homeroom teacher at the Elementary School. During days of remote learning, students will check in daily with the staff member assigned to them. The staff member will then enter attendance for the student in our student data management system, currently PowerSchool. Flexibility will be given to the time of check in to accommodate special circumstances at home such as parent work schedules, connectivity, and other barriers. <li data-bbox="155 1255 1325 1393">2. Contact students and families of students chronically absent. Each staff member will monitor attendance for students assigned to them and will contact students and families of those that are chronically absent. If efforts are not successful, the staff member will consult with the school counselor, principal, and school social worker to help with connecting with the student and family. 	<p data-bbox="1377 651 1493 719">NYSED LOCAL</p>	<p data-bbox="1598 651 1633 683">83</p>

<p>3. Involve outside agencies when necessary. For those students that are not attending in-school instruction and/or not engaging in remote learning to the extent of chronic absenteeism and where parent contact was unsuccessful, it may be necessary to engage outside agencies to assist. This may include filing for educational neglect with the Department of Social Services or filing a referral to Family Court for a PINS (Person In Need of Supervision) proceeding.</p>		
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TECHNOLOGY & CONNECTIVITY

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <ul style="list-style-type: none"> • The district will conduct a survey to assess the degrees of access to high-speed internet. • The district will be providing devices to all students and staff as needed and as appropriate. 	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 1) TECH, 1</p>

STRATEGY	GUIDANCE	PAGE(S)
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<p>The 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.</p> <p>The district will provide devices to all students and staff as needed and as appropriate.</p> <p>INTERNET ACCESS</p> <ul style="list-style-type: none"> • The district will provide high speed wireless access in the parking lots of the district owned buildings <p>TEACHERS</p> <ul style="list-style-type: none"> • In the event that the district is using a hybrid or remote model, the school building will be opened to allow teachers access to their classrooms. <p>STUDENTS</p> <ul style="list-style-type: none"> • The survey will identify deficiencies from a connectivity standpoint and work with families including the possibility of providing internet WIFI hotspots. 	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 2) TECH, 2</p>
<p>The 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.</p> <p>The district will work directly with families who do not have access to high-speed internet should we go to a hybrid or remote model.</p> <ul style="list-style-type: none"> • The survey will identify deficiencies from a connectivity standpoint and work with families including the possibility of providing internet WIFI hotspots. • Paper copies of instructional material will be provided as needed, as will textbooks and other necessary materials. 	<p>NYSED ASSURANCE</p>	<p>86 (Checkbox 3) TECH, 3</p>

TEACHING & LEARNING



STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>The UCSD Continuity of Learning Plan for the 2020-2021 school year will be developed with input from teachers, parents and the Board of Education. It will include provisions for in-person, remote and hybrid models of instruction. The plan will be distributed no later than 08/21/2020.</p> <p>See Appendix “C”</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 1) TEACH, 1</p>
<p>The 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.</p> <p>All instruction, regardless of model, will be aligned to the NY State Learning Standards.</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 2) TEACH, 2</p>
<p>The 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.</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 1) TEACH, 3</p>

<p>Regardless of model, teachers will work hard to prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, the district has expanded WiFi access to parking lots in Otego, Jr-Sr High School, and at Unatego Elementary and will make every effort to provide WiFi hotspots to families who need them.</p>		
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STRATEGY	GUIDANCE	PAGE(S)
<p>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 and include routine scheduled times for students to interact and seek feedback and support from their teachers.</p> <p>Regardless of model, teachers will work hard to prepare lessons that are designed to engage students in meaningful ways. If a hybrid or remote model is implemented, teachers will be provided access to their classrooms in order to facilitate both synchronous and asynchronous instruction. For those students without high-speed internet access at home, the district has expanded wireless access points in parking lots in Otego, Wells Bridge, and Unadilla and will make every effort to provide WiFi hotspots to those families that need them.</p> <p>The district will work with our educators to create opportunities for all students to be able to interact and receive feedback directly from their teacher. This will include interactions via phone, internet, or in other ways that are allowed which maintain social distancing and face covering protocols.</p>	<p>NYSED ASSURANCE</p>	<p>89 (Checkbox 3) TEACH, 4</p>
<p>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).</p> <p>All faculty and staff have district-issued email. All students have also been issued district email credentials. The Regional Information Center (RIC) is/will be available for students and families to provide support which cannot be answered by the student’s teacher, and a number has been created specifically for this support. This number is (607) 766-3800.</p>	<p>NYSED ASSURANCE</p>	<p>90 (Checkbox 2) TEACH, 5</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>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.</p> <p>Unatego does not offer Pre-K programs in house or with eligible agencies.</p>	<p>NYSED ASSURANCE</p>	<p>91 (Checkbox 3) TEACH, 6</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>The district will protect the health and safety of students with disabilities and those providing special education and services through the use of the health and safety protocols outlined in this document. This includes, but is not limited to all of the documents contained in Appendix C.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 1) SPED, 1</p>
<p>The 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.</p> <p>The district will continue to use the Clear Track program to document and provide documentation to families through that system.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 5) SPED, 2</p>
<p>The 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.</p> <p>The district will continue to meet and communicate with parents through multiple means including, but not limited to phone, email, and virtual meetings. The district will accommodate parent requests for in-person meetings as they are allowed.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 2) SPED, 3</p>

STRATEGY	GUIDANCE	PAGE(S)
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<p>The 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.</p> <p>Such collaboration is ever present in the Unatego Central School District. The UCSD participates in regional meetings for Special Education when possible to keep informed of program options that are available.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 3) SPED, 4</p>
<p>The 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.</p> <p>IN-PERSON LEARNING Students with disabilities who receive in-person learning will be provided all necessary accommodations, modifications, services, and technology in accordance with their IEP.</p> <p>REMOTE LEARNING Students with disabilities who is engaged through remote learning will, to the extent practicable, have all accommodations, modifications, services, and technology in accordance with their IEP. The Director of Special Programs will determine if a meeting is needed in order to modify the IEP if certain aspects of the IEP cannot be implemented remotely.</p> <p>STUDENTS AT HOME DUE TO COVID19 SYMPTOMS OR COVID19 To the extent practicable, teachers and service providers will provide all necessary accommodations for students who are learning remotely due to COVID19 symptoms or a positive COVID19 diagnosis. Employees and service providers will not be required to meet in person with these students. Alternative methods for instruction and services will be explored.</p>	<p>NYSED ASSURANCE</p>	<p>113 (Checkbox 4) SPED, 5</p>



Special Education

Special Education

Unatego Central School District is required to provide: a 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; meaningful parental engagement regarding the provision of services to their child; collaboration between the Committee on Preschool Special Education/ Committee on Special Education (CPSE/CSE) and program providers representing the variety of settings where students are served; access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.

Assurances:

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

- **Unatego will address the provision of FAPE consistent with the needs to protect the health and safety of students with disabilities and those providing special education and services.**
 - In-person model:
 - All students will receive the services as written in their IEP.
 - Hybrid model:
 - Some services will be provided during the students' time on campus, while other services such as OT, PT and speech may be provided through teletherapy.
 - Remote model:
 - Services will be provided either online (google classroom or Zoom) or through teletherapy. Students will also be able to work with all providers through email, phone calls, and paper packets as needed based on the individual needs of the students.
- **Unatego will document the programs and services offered and provided to students with disabilities as well as communication with parents.**
 - In-person model:

- All providers are required to document their sessions with their students as evidenced by session notes and lesson plans. All communications with parents will be logged in a contact log.
 - Hybrid model:
 - All providers are required to document their sessions with their students as evidenced by session notes and lesson plans. All communications with students and parents will be logged in a contact log.
 - Remote model:
 - All providers are required to document their sessions with their students as evidenced by session notes and lesson plans. All communications with students and parents will be logged in a contact log.
- **Unatego will provide 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.**
 - Using data from the home language survey, Unatego will work with outside agencies to assist in communicating with parents using their preferred language.
- **Unatego will collaborate with the CPSE/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 IEPs, plans for monitoring and communicating progress, and commitment to sharing resources.**
 - During all modes of instruction, CPSE/CSE will collaborate with general education teachers, special education teachers, and service providers. Other collaboration includes agencies such as Otsego and Delaware County agencies for preschool services.
 - During all modes of instruction, student progress will be monitored per the IEP and recorded quarterly at the MS/HS level and 3 times at the Elementary level via progress notes. Progress notes will be mailed to the students’ parent/guardian at the same duration.
- **Unatego will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.**
 - In-person model:
 - All students will receive the services as written in their IEP;
 - All students will receive a Chromebook for their use (or other assistive technology as needed).
 - Hybrid model:
 - Some services will be provided during the students’ time on campus, while other services such as OT, PT and speech may be provided through teletherapy.
 - All students will receive a Chromebook for their use (or other assistive technology as needed).
 - Remote model:
 - Services will be provided either online (google classroom or Zoom) or through teletherapy. Students will also be able to work with all providers through email, phone calls, and paper packets as needed based on the individual needs of the students.

All students will receive a Chromebook for their use (or other assistive technology as needed.)



BILINGUAL EDUCATION & WORLD LANGUAGES

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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 COVID19 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.</p> <p>Unatego Central School District assures that all of these provisions will be met for our ELL students.</p>	<p>NYSED ASSURANCE</p>	<p>122 (Checkbox 1) BEWL, 1</p>
<p>The 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.</p> <p>The district will continue to offer ELL services to all requiring such instruction. These instructional units of study will be met regardless of the model of instruction.</p>	<p>NYSED ASSURANCE</p>	<p>123 (Checkbox 1) BEWL, 2</p>

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>Our ELL and classroom teachers will engage with parents of ELL students as we prepare for the re-opening of school. The district will make every effort to communicate with the parent/guardian in their preferred language and mode of communication.</p>	<p>NYSED ASSURANCE</p>	<p>123 (Checkbox 3) BEWL, 3</p>



TEACHER/PRINCIPAL EVALUATION

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA’s currently approved APPR plan (or, for charter schools, the school’s charter), including any variance applications approved by the Department.</p> <p>The district will conduct all evaluations in accordance with our approved APPR plan.</p> <p>Effective June 8, 2021, New York State has suspended teacher and principal APPR evaluations for the 20-21 school year.</p>	<p>NYSED ASSURANCE</p>	<p>131 (Checkbox 1) APPR, 1</p>



CERTIFICATION AND INCIDENTAL TEACHING

STRATEGY	GUIDANCE	PAGE(S)
<p>The 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.</p> <p>The district has/will if necessary, seek to fill all positions and teaching assignments to the extent practicable with individuals certificated in that area.</p>	NYSED ASSURANCE	133 (Checkbox 1) CERT, 1



References/Guidance

ABBREVIATION USED	REFERENCE																																
AOTA	ACCURACY OF TACTILE ASSESSMENT OF FEVER IN CHILDREN BY CAREGIVERS: A SYSTEMATIC REVIEW AND META-ANALYSIS																																
ASSURANCE	<p>THE STATE EDUCATION DEPARTMENT REQUIRES THE DISTRICT TO ASSURE SPECIFIC ACTIONS, PLANS AND PROTOCOLS. THEY WILL BE REFERENCED BY THE CATEGORY (ABBREVIATED BELOW) AND THEIR SEQUENTIAL ORDER IN THE LIST</p> <table border="1" data-bbox="569 959 1864 1300"> <thead> <tr> <th data-bbox="569 959 989 995">CATEGORY</th> <th data-bbox="993 959 1308 995">ABBREVIATION</th> <th data-bbox="1312 959 1581 995">CATEGORY</th> <th data-bbox="1585 959 1864 995">ABBREVIATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="569 998 989 1073">Communication/Family & Community Engagement</td> <td data-bbox="993 998 1308 1073">CFCE</td> <td data-bbox="1312 998 1581 1073">Attendance</td> <td data-bbox="1585 998 1864 1073">ATT</td> </tr> <tr> <td data-bbox="569 1076 989 1112">Health & Safety</td> <td data-bbox="993 1076 1308 1112">HS</td> <td data-bbox="1312 1076 1581 1112">Technology</td> <td data-bbox="1585 1076 1864 1112">TECH</td> </tr> <tr> <td data-bbox="569 1115 989 1151">Facilities</td> <td data-bbox="993 1115 1308 1151">FAC</td> <td data-bbox="1312 1115 1581 1151">Teaching</td> <td data-bbox="1585 1115 1864 1151">TEACH</td> </tr> <tr> <td data-bbox="569 1154 989 1190">Child Nutrition</td> <td data-bbox="993 1154 1308 1190">CN</td> <td data-bbox="1312 1154 1581 1190">Special Education</td> <td data-bbox="1585 1154 1864 1190">SPED</td> </tr> <tr> <td data-bbox="569 1193 989 1229">Transportation</td> <td data-bbox="993 1193 1308 1229">TPORT</td> <td data-bbox="1312 1193 1581 1229">Bilingual</td> <td data-bbox="1585 1193 1864 1229">ELL</td> </tr> <tr> <td data-bbox="569 1232 989 1268">Social Emotional Well-Being</td> <td data-bbox="993 1232 1308 1268">SEWB</td> <td data-bbox="1312 1232 1581 1268">Evaluation</td> <td data-bbox="1585 1232 1864 1268">APPR</td> </tr> <tr> <td data-bbox="569 1271 989 1307">Schedules</td> <td data-bbox="993 1271 1308 1307">SCHS</td> <td data-bbox="1312 1271 1581 1307">Certification</td> <td data-bbox="1585 1271 1864 1307">CERT</td> </tr> </tbody> </table>	CATEGORY	ABBREVIATION	CATEGORY	ABBREVIATION	Communication/Family & Community Engagement	CFCE	Attendance	ATT	Health & Safety	HS	Technology	TECH	Facilities	FAC	Teaching	TEACH	Child Nutrition	CN	Special Education	SPED	Transportation	TPORT	Bilingual	ELL	Social Emotional Well-Being	SEWB	Evaluation	APPR	Schedules	SCHS	Certification	CERT
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Social Emotional Well-Being	SEWB	Evaluation	APPR																														
Schedules	SCHS	Certification	CERT																														
DOHIG	NY STATE DEPARTMENT OF HEALTH INTERIM GUIDANCE FOR IN-PERSON INSTRUCTION AT PRE-K TO GRADE 12 SCHOOLS DURING THE COVID19 PUBLIC HEALTH EMERGENCY																																
LOCAL	LOCAL DECISION																																
UCSDSC	UNATEGO CENTRAL SCHOOL DISTRICT SOCIAL CONTRACT																																

NYSED	NY STATE EDUCATION DEPARTMENT – REOPENING GUIDANCE
NYSEDFAQ-1	NY STATE EDUCATION DEPARTMENT – FREQUENTLY ASKED QUESTIONS 7-17-2020

Appendix A: Spartan Reopening Task Force Roster

Name	Position	Role
Brian Trask	Director of Support Services	Administrator
Patti Hoyt	Middle School Principal	Administrator
Jessica Mott	Elementary School Nurse	Nurse
John Pruskowski	Secondary Tech Teacher	Teacher
David Welch	Unadilla Mayor	Community member
Ed Horan	Bus Driver	Transportation
Joseph Clark	District Lead Custodian	O&M
Patti Loker	School Business Manager	Administrator
Shelly Havens	Secondary School Nurse	Nurse
Julie Lambiaso	High School Principal	Administrator
Ruth Modinger	Elementary Teacher/UTA	Bargaining Unit rep.
Cheryl Nages	Secondary Music Teacher	Teacher
Matt Hafele	Secondary Attendance Officer	Athletic Coordinator
Lucinda Hopps	Food Service Coordinator	Nutrition/feeding
Connie Babino	Food Service Coordinator	Nutrition/feeding
Kim Corcoran	Food Services Coordinator	Nutrition/feeding
Katherine Mazourek	Director Special Programs	Administrator

Mike Snider	Elementary Principal	Administrator
Amber Birdsall	Parent	Parent
Katie James	Teacher/parent	Teacher
Corinne deBlasi-Wilson	Teacher/parent	Teacher
Abby Costello	Teacher	Teacher
Cyndy Jahn	Teacher	Teacher
Jay McDermott	Board/Community member	Board Member
Lori Bomba	Aide/parent	Aide
Connie Wallis	NYSIR rep	Advisor
David Richards	Superintendent	COVID-19 Coordinator

APPENDIX B
HEALTH & SAFETY DOCUMENTS

COVID19 SIGNS OF ILLNESS PROTOCOL

KNOW THE SIGNS OF COVID19 ILLNESS

FLUSHED CHEEKS

**RAPID OR DIFFICULTY BREATHING
(WITHOUT RECENT PHYSICAL ACTIVITY)**

FATIGUE, AND/OR IRRITABILITY

FREQUENT USE OF THE BATHROOM

DRY COUGH

**WHAT DO YOU DO IF YOU SEE THESE SIGNS IN YOUR
COLLEAGUES OR STUDENTS?**

DO NOT LEAVE THEM ALONE

CALL THE NURSE OR MAIN OFFICE
FOLLOW THE DIRECTIONS GIVEN



Screening Protocol- Visitors

STRATEGY	GUIDANCE	PAGE
Access to the interior of the school building will be limited to students, staff, service providers, and individuals with previously scheduled appointments.	DOHIG NYSED	5, "Screening" 20
Every visitor will be required to have their temperature checked before proceeding beyond the front vestibule.	DOHIG	18, "Health Screening & Temperature Checks"
If their temperature exceeds 100.0°F, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.	DOHIG	19, "Positive Screen Protocols"
Every visitor whose temperature is less than 100.0°F, must then attest to the following four questions: <ul style="list-style-type: none"> • Have you <ul style="list-style-type: none"> ○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 10 days; ○ traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 10 days; ○ knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or ○ tested positive through a diagnostic test for COVID19 in the past 10 days? 	DOHIG	19

If a visitor states “yes” to any question, they must immediately leave the school campus and may not return to campus until they have been cleared to do so by a medical professional.	DOHIG	19, “Positive Screen Protocols”
If a visitor states “no” to all four questions and their temperature is less than 100.0°F, they may enter the school.	LOCAL	



COVID19 HEALTH SCREENING QUESTIONNAIRE - VISITORS

Thursday, June 10, 2021

NAME (Printed Clearly)	
ADDRESS	
PHONE NUMBER	()
PRE-SCHEDULED MEETING WITH	

ATTESTATION BY VISITOR

In the past two weeks (14 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 10 days? Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Indiana, Iowa, Idaho, Kansas, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, New Mexico, North Carolina, North Dakota, Nebraska, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin (States to be added or removed as list is updated) See NYS daily guidance as updated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 10 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGNATURE	
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VERIFICATION BY STAFF REQUIRED

Staff Member (Print/Sign)	
Attestation Questions	<input type="checkbox"/> All “No” <input type="checkbox"/> Any marked “Yes” – MAY NOT ENTER
Temperature Check	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER
Time	

Screening Protocol - Staff

STRATEGY	GUIDANCE	PAGE
Every staff member will self-assess their temperature at home before leaving for work by using the back of their hand. If they feel hot, then a thermometer must be used to assess whether their temperature is over 100.0°F.	DOHIG AOTA	18, “Health Screening and Temperature Checks”
If their temperature is greater than 100.0°F, they may not come to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	19, “Positive Screen Protocols”
<p>Upon arrival at school, staff must sign in at the front desk and attest to the following four questions:</p> <ul style="list-style-type: none"> • Have you <ul style="list-style-type: none"> ○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 10 days; ○ traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 10 days; ○ knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or ○ tested positive through a diagnostic test for COVID19 in the past 10 days? 	DOHIG	19
If a staff member states “yes” to any question, they must immediately leave the school campus and may not return to work until they have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.	DOHIG	19, “Positive Screen Protocols”
If a staff member states “no” to all four questions, they may enter the school.	LOCAL	

COVID19 HEALTH SCREENING QUESTIONNAIRE - STAFF

Thursday, June 10, 2021

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING QUESTION

Did you evaluate your temperature before arriving to work? Yes No



If you answered “No” you must wait to have your temperature checked before entering the building.

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (10 days) have you experienced any symptoms of COVID19 such as a temperature of greater than 100.0°F, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 10 days? Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Indiana, Iowa, Idaho, Kansas, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, New Mexico, North Carolina, North Dakota, Nebraska, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin(States to be added or removed as list is updated) See NYS daily guidance as updated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 10 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGNATURE	
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If you answered “Yes” to any of the above questions, you must immediately leave the school campus and may not return to work until you have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.

Screening - Students

STRATEGY	GUIDANCE	PAGE
Parents/guardians will check on the health of their child(ren) on a daily basis before they are sent to school.	OCSDSC	
Parents/guardians will check the temperature of their child(ren) before they come to school. <ul style="list-style-type: none"> • For students in Grades K-12, parents will assess their temperature at home before leaving for school. 	DOHIG	5, “Screening” 18, “Health Screening and Temperature Checks”
Parents/guardians will utilize a paper “ticket” to confirm the daily student screening. If a student comes to school without a ticket, he/she MUST be screened immediately by the School Nurse.	OCSDSC	
By sending their child to school (via school transportation, walking, or being dropped off), it will be assumed that the parent/guardian is attesting in the negative to each of the following questions. Their child(ren) has/have not: <ul style="list-style-type: none"> ○ experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 10 days; ○ traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 10 days; ○ knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or ○ tested positive through a diagnostic test for COVID19 in the past 10 days? 	DOHIG	19
If a parent/guardian responds “yes” to any question, <ul style="list-style-type: none"> • no member of the household may come to school; • they must notify the school nurse or the main office immediately; and 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:	DOHIG	19, “Positive Screen Protocols”

<ul style="list-style-type: none"> ○ 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. ○ The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. ● We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols 		
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COVID19 HEALTH SCREENING QUESTIONNAIRE – STUDENTS

Thursday, June 10, 2021

NAME (PRINTED CLEARLY)	TIME

TEMPERATURE SCREENING QUESTION

Did your parents/guardian evaluate your temperature before arriving to school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If they answered “No” the student must have their temperature checked.

TEMPERATURE TAKEN BY	TEMPERATURE	TIME
	<input type="checkbox"/> Less than 100.0°F <input type="checkbox"/> Greater than 100.0°F – MAY NOT ENTER	

ATTESTATION

In the past two weeks (10 days) have you experienced any symptoms of COVID19 such as a fever, cough, shortness of breath or difficulty breathing, extreme tiredness (fatigue), muscle or body aches, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea or vomiting, and/or diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you traveled internationally or from any of the States listed below in the past 10 days? Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Indiana, Iowa, Idaho, Kansas, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, New Mexico, North Carolina, North Dakota, Nebraska, Nevada, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin(States to be added or removed as list is updated) See NYS daily guidance as updated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive through a diagnostic test for COVID19 in the past 10 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

QUESTIONED BY	
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If the student answered “Yes” to any of the above questions, they must immediately be taken to the COVID19 Isolation Room. Once there, please call the school nurse or main office.

COVID19 Symptom Confirmation Protocol - Visitors

STRATEGY	GUIDANCE	PAGE
If an individual visiting the school has a temperature greater than 100.0°F or attests in the affirmative to any of the screening questions, they must leave the campus immediately and may not return until cleared by a medical professional.	DOHIG	19, “Positive Screen Protocols”

COVID19 Symptom Confirmation Protocol – Staff

STRATEGY	GUIDANCE	PAGE
<p>Symptom confirmation prior to coming to work: The staff member may not come to work. They will notify their immediate supervisor with possible “COVID19 Symptoms”.</p>	OCSDSC	
<p>The school nurse or an administrator will call the employee. The employee will be given information on health care and testing resources.</p>	DOHIG	20, Bullet 2 from top
<ul style="list-style-type: none"> ▪ Before returning to work, UCSD will require any student or staff member who becomes infected with COVID-19 or is suspected of infection and/or quarantined to adhere to the following before returning to school: <ol style="list-style-type: none"> 1. Contact, communicate, and cooperate with Otsego County Health Dept. on COVID-19 for mandatory tracking/tracing follow-up procedures. 2. Present to UCSD Administration a medical release and return to school/work, approved and signed by a licensed medical provider. 	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
<p>Symptom confirmation during the school day: If a staff member develops symptoms of COVID19 during the school day, they must immediately call for the school nurse.</p>	DOHIG	20, Bullet 4 from top
<p>ISOLATION PROTOCOL:</p> <ul style="list-style-type: none"> • The school nurse will assess if the staff member has symptoms consistent with COVID19. The staff member’s temperature must be taken. 	DOHIG	20, Bullet 1 from top
<p>If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately to initiate the “WAIT IN PLACE PROTOCOL”.</p>	LOCAL	
<p>The staff member and all members of their household will be required to go home.</p>	DOHIG	20, Bullet 2 from top
<p>Cleaning protocols for the rooms the staff member had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19.</p>	LOCAL	
	LOCAL	

<p>Before returning to work, the staff member must follow Unatego Return to Work Protocol below.</p> <p>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:</p> <ul style="list-style-type: none"> ○ 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. ○ The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. <p>We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols.</p>	DOHIG	20, Bullet 5 from top
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Appendix C: Requisite Protocols

COVID19 Symptom Confirmation Protocol – Students

STRATEGY	GUIDANCE	PAGE
<p>Symptom confirmation prior to coming to school:</p> <ul style="list-style-type: none"> The parent/guardian will not send their child(ren) to school. The parent/guardian will contact the school nurse or main office immediately. 	OCSDSC	
<p>Before returning to school, the student(s) must have: documentation from a health care provider regarding a physician evaluation, a documented negative COVID19 test result, and documented symptom resolution. If the COVID19 test was positive, student(s) must have a documented release from isolation and must be symptom free and fever free for a minimum of 48 hours.</p>	DOHIG	20, Bullet 5 from top
STRATEGY	GUIDANCE	PAGE
<p>Symptom confirmation during the school day:</p> <p>For students in Grades K-5, any staff member who believes a student is exhibiting COVID19- like symptoms must intervene and begin the isolation protocols.</p> <p>For students in 6-12, they must notify a staff member if they begin experiencing any COVID19- like symptoms.</p>	DOHIG	20, Bullet 4 from top
<p>ISOLATION PROTOCOL:</p> <ul style="list-style-type: none"> The student will be immediately separated from other students and taken to the Isolation Room. The staff member accompanying the student will remain in the Isolation Room with the student and contact the school nurse or main office. The staff member must maintain social distancing and face covering protocols. The school nurse will assess if the student has symptoms consistent with COVID19. 	DOHIG	20, Bullet 1 from top
<p>If the symptoms are consistent with COVID19, the school nurse will notify the main office immediately.</p>	LOCAL	
<p>The student and all members of their household will be required to be picked up by the parent/guardian. The parent/guardian will be given information on health care and testing resources.</p>	DOHIG	20, Bullet 2 from top
<p>Cleaning protocols for the rooms the student had been in that day will commence immediately upon confirmation from the school nurse that the symptoms are consistent with COVID19.</p>	LOCAL	

STRATEGY	GUIDANCE	PAGE
<p>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:</p> <ul style="list-style-type: none"> ○ 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. ○ The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. <p>If a person is diagnosed by a healthcare provider with COVID-19, before returning to school, all student(s) in the household must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.</p> <p>We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols</p> <p>Return to school will be coordinated between the Otsego County Department of Health and the school nurse.</p>	DOHIG	20, Bullet 5 from top

HAND AND RESPIRATORY HYGIENE PROTOCOL

STRATEGY – HAND HYGIENE	GUIDANCE	PAGE(S)
Healthy handwashing hygiene practices will be taught and re-taught to both students and staff through the use of video. These videos will be uploaded to the district’s website and social media platforms. The content for the videos is based on the CDC guidance for best practices in hand washing: https://www.cdc.gov/handwashing/videos.html Live links to these videos will be added to this protocol and the plan as soon as they are available in late August.	NYSED	18, Checkbox 7, 26
Teachers in grades K-5 will schedule time for hand hygiene throughout the day.	NYSED	26
Students in grades 6-12 will be reminded to perform hygiene before and after all meals and use of bathrooms.	NYSED	26
Hand sanitizer will be made available throughout the buildings, near high touch surfaces for use when soap and water are not available.	NYSED	26
STRATEGY – RESPIRATORY HYGIENE	GUIDANCE	PAGE(S)
Students and staff will cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.	NYSED	26
If no tissue is available, the inside of the elbow (or shirtsleeve) will be used to cover the mouth or nose instead of using the hands.	NYSED	26
Students and staff will perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.	NYSED	26

SOCIAL DISTANCING PROTOCOLS/DECISIONS

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to ensure all persons in school buildings keep a social distance of at least 6 feet whenever possible. Twelve feet in all directions will be maintained between individuals while participating in activities requires projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity.</p>	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 8), 28-30 HS, 11</p>
<p>The Unatego Central School District plans to take precautions that ensure all students, faculty, and staff adopt appropriate Public Health measures when on campus, such as the use of social distancing, use of appropriate cloth or surgical face masks, use of approved barriers, and use of additional required PPE for instructional and medical staff. Effective June 8, 2021, as per guidance from the CDC, NYS DOH, and Otsego County DPH, face coverings will no longer be required when outdoors on school property. Social distancing should be practiced when not wearing a mask.</p> <p>Under each reopening scenario involving teaching students on campus, all instructional staff and necessary support staff will be in attendance each day. Each reopening scenario designates the approximate daily attendance expectations for students. Each building (elementary school, middle school, and high school) contains enough instructional spaces to accommodate students, instructional staff, and support staff each day.</p> <p>1 – Ability to maintain appropriate social distancing or face coverings.</p> <p><u>Maximum Room Occupancy</u> All rooms will have a posted maximum occupancy sign using the 6-foot rule for social distancing and/or appropriate room occupancy calculator but in no case more than 50%.</p>	<p>NYSED</p>	<p>29, 30</p>

Social distancing

Unatego CSD will use the 6-foot rule when designating student spaces in all instructional areas. Spaces will be designated with visual markers.

Static grouping

When possible and practical, Unatego CSD will create student cohorts and practice static grouping.

Staggered start times, bells, and class changes

To the extent possible, students will adhere to staggered bells to ensure limited occupancy in hallways, bathrooms, and other common areas to promote social distancing. Each building (K-5, 6-7, and 9-12) will, to the extent possible, stagger arrival and departure times to maximize instructional time and eliminate student gathering in common areas.

2020-2021 Enrollment Projections

Elementary (K-5)

287 students

Middle School (6-8)

182 students

High School

233 students

Reopening options

Option A: One-half of students in grades K – 12 will attend school on campus two days per week on an alternating basis (Group A – attends Tuesday and Thursday and Group B – attends Wednesday and Friday) and work remotely three days per week using appropriate online and offline instructional materials. Mondays will be utilized for online learning as well as in-person remediation and certain special education services.

Option B: Remote learning for all students K – 12.

Option C: Based on new guidance from the CDC, NYS DOH, and Otsego County DPH, effective March 22, 2021, opportunity will be offered to allow all students in grades K-5 to

attend school in-person four days per week (T-F). Remote only option will continue to be offered to those families who desire it through the end of the 2020-2021 school year.

Face Coverings

PPE and face covering availability

In all cases, Unatego CSD will follow Public Health guidelines for the use of PPE and face coverings.

All students, faculty, and staff will be given cloth face masks. Disposable face masks will be made available to anyone who needs one while on campus. Students, faculty, and staff may also use personal cloth masks if they adhere to Public Health guidelines.

School medical staff will receive masks, face shields, gowns, gloves, and any other appropriate PPE based on Public Health guidelines.

The District will maintain an inventory of masks and PPE in each building.

Availability of safe transport

Unatego CSD will designate maximum occupancy and assigned seating on all school transportation to ensure social distancing.

All passengers and driver will wear an appropriate face covering when entering, riding, and exiting school transportation. Approved barriers may be used, when appropriate, on school transportation (following DOT and NYSED guidelines).

Local Hospital capacity—AO Fox Memorial Hospital Oneonta—71 beds

The Unatego CSD will consult with the Otsego Department of Health to determine local hospital capacity.

Students in Grades 6-12 transition between classes will happen on a staggered schedule during a 5-minute period to minimize the number of students in the hallways at any given time.

LOCAL

STRATEGY	GUIDANCE	PAGE(S)
Parent surveys and the establishment of data regarding how many students will return in the fall in person, remain in remote learning, or be officially homeschooled will inform these decisions.	LOCAL	
LUNCHES <ul style="list-style-type: none"> • Grades K-5: Lunch will be served in various locations within the elementary building. Lunch times will be staggered. • Grades 6-12: Lunches will be served at various locations within the high school building, including the cafeteria, gymnasium, and classrooms. In the cafeteria, students will sit at marked seats which will be socially distant. Lunch times will be staggered. 	NYSED	29
RECESS In grades K-5, recess will be conducted in a manner that maximizes opportunities for students to socially distance and take face covering breaks.	LOCAL	
Each classroom, office space, and bathroom will have the maximum occupancy posted on the door to accommodate 6 ft. social distancing, not to exceed 50%.	LOCAL	
Students shall not congregate at classroom doors prior to a class change.	LOCAL	
Students transitioning between classes shall, to the extent practicable, remain socially distanced.	LOCAL	
Music Classes. <ul style="list-style-type: none"> • K-5 music classes will observe 12 ft. social distancing to the extent practicable. • 6-12 music classes will be held virtually with small group and individual lessons where feasible and 12 ft. social distancing may be applied. 	DOHIG NYSED	10, Bullet 9 30, Bullet 4
Physical Education Classes <ul style="list-style-type: none"> • K-5 PE classes 12 ft. social distancing will be observed to the extent practicable. • 6-12 classes will be held virtually with small group in-person classes where feasible and 12 ft. social distancing may be applied. Effective April 19, 2021, students in grades 6-8 will attend PE classes in person, maintaining masking and social distance. 	DOHIG NYSED	10, Bullet 9 30, Bullet 4

STRATEGY	GUIDANCE	PAGE(S)
<p>All large in-person gathering events are cancelled until at least January, 2021. This includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Open Houses • Winter Musical Concerts (December) • In-Person Faculty Meetings (September – December) 	NYSED	30, Bullet 5
<p>All field trips are suspended until at least January, 2021.</p>	NYSED	30, Bullet 5
<p>Athletics:</p> <p>Decisions regarding athletic practices and games will be in alignment with the NY State Public High School Athletic Association (NYSPHSAA) guidance .Effective February 1, 2021, Interscholastic Athletics will be reinstated according to rules established by the NYSPHSAA, NYS DOH, Otsego County DPH, and the School Medical Director. Sport specific plans for higher-risk sports will be developed and approved by the Board of Education and made available on the District website www.unatego.org</p>	LOCAL	

VULNERABLE/HIGH-RISK GROUP PROTOCOL

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk.</p> <ul style="list-style-type: none"> ▪ Staff may voluntarily choose to disclose whether they or someone in their household have a bona fide medical condition that would make them more susceptible and vulnerable to COVID-19 or preclude the employee from performing the essential duties of their position. ▪ Such medical disclosures must be confirmed by a licensed medical care provider. ▪ The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for employees may include alternate work placements, working with smaller groups of cohorts, or conversations involving ADA/FMLA considerations. <ul style="list-style-type: none"> ○ Leave Request Under the U.S. Emergency Paid Leave Act ○ Leave Request Under the U.S. Emergency Family and Medical Leave Expansion Act (FMLA+) ▪ All voluntary information submitted by the employee will be confidentially reviewed and confirmed by UCSD’s Medical Director, and will not be kept as part of the employee’s permanent personnel file. ▪ UCSD will provide ongoing education to all staff regarding safe work practices such as frequent handwashing, the use of face coverings and social distancing to mitigate the exposure of COVID-19 while performing all work duties. ▪ Any Information collected will be used to best ensure infection control and the health, safety, and welfare of all students and staff members. 	<p>NYSED ASSURANCE</p>	<p>18 (Checkbox 9), 30-31 HS, 12</p>

<ul style="list-style-type: none"> ▪ Student medical forms will be collected at the start of the school year containing information regarding students pre-existing health conditions/co-morbidities to COVID-19. ▪ Confidential medical information will be identified and reviewed by the School Medical Director and shared with School Medical Staff. ▪ The UCSD Medical Director will confirm any high-risk, special needs (including students with IEP's and 504 plans), or medically fragile students. ▪ The District will work closely with staff to best mitigate potential co-morbidity conditions. Possible COVID-19 mitigation options for students may include appropriate medical interventions, changes in classroom placements (including remote or blended instruction), and/or working with smaller groups of cohorts. UCSD staff will ultimately make accommodations to meet the needs of the student based on the student's primary physician's recommendation, working in concert with the building principal and/or the Committee on Special Education (CSE). ▪ The UCSD Medical Staff will share pertinent health information with other staff members on a need-to-know basis and only with signed parent permission. HIPA and FERPA information rights will be protected at all times. ▪ Continuing educational initiatives will be offered to students on an ongoing basis. All students are expected to frequently wash their hands with soap and warm water, wear a face covering when required, and socially distance at a space of no less than 6 feet. ▪ Continued communication with parents/guardians/caretakers, UCSD School Health Services, Building Principals, Special Ed personnel (if applicable) and Special Programs Services are essential during the COVID-19 pandemic to best accommodate and assess a student's ongoing health status. 		
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STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
All families will be surveyed to determine if they plan on attending in-person.	LOCAL	
STRATEGY - STAFF	GUIDANCE	PAGE(S)
Working in collaboration with the district's collective bargaining units, those members who fall in the vulnerable category will communicate with their respective building principal about their needs.	LOCAL	
If in-person work is decided, the staff member will be asked if there are any health diagnoses that will prevent them from wearing a face covering.	LOCAL	
Those with pre-existing medical conditions may request a reasonable accommodation as provided under Family and Medical Leave Act guidance.	LOCAL	

FACE COVERING PROTOCOL

STRATEGY	GUIDANCE	PAGE(S)
The district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear an appropriate face covering in our respective school buildings.	NYSED ASSURANCE	18 (Checkbox 10), 36 HS, 13
The district will only accept medical exemptions from qualified health professionals who have indicated the contraindication prohibiting the use of a face covering. The exemption request will be reviewed by the school's nurse or medical doctor.	LOCAL	
STRATEGY - STUDENTS	GUIDANCE	PAGE(S)
<u>Face Coverings</u> When 6-feet of social distancing cannot be maintained (movement within the classroom, traveling in hallways, using bathrooms, visiting offices, for example) all students, faculty, and staff will be required to wear an approved mask (cloth or medical) at all times that covers the person's nose and mouth.	NYSED	36
Unatego will provide two (2) cloth face coverings for each student and staff member. Daily laundering of these face coverings is the responsibility of the student's parents or staff member.	LOCAL	
If a child does not have a face covering to board a bus or when they arrive at school by self-transport or walking, a non-surgical face mask will be given to them (unless they have a medical exemption).	LOCAL	
Staff members will schedule breaks for students throughout the day so that they can remove their face coverings when it is safe to do so, but if and only if social distancing can be maintained.	NYSED	36
Students will not be required to wear a face covering when a) eating and b) when in an instructional setting and appropriate social distancing can be practiced.		

STRATEGY – STAFF AND VISITORS	GUIDANCE	PAGE(S)
All staff and visitors MUST wear cloth face coverings at all times: <ul style="list-style-type: none"> • Whenever they are within 6 feet of someone; • In hallways; • In restrooms; and • In other congregate settings, including break rooms (excepted when seated for lunch). 	NYSED	36
Staff are required to wear their face coverings at all times in a manner that showcases them as a role model for our students.	LOCAL	
If a staff member or visitor does not have a face covering when they arrive at school, a non-surgical face mask will be given to them (unless they have a medical exemption).	LOCAL	
STRATEGY – SCHOOL NURSE	GUIDANCE	PAGE(S)
The district will provide enhanced PPE for the school nurse including face shields, N95 masks, goggles, and disposable gowns.	NYSED	32

RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL

STRATEGY	GUIDANCE	PAGE(S)
<p>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:</p> <ul style="list-style-type: none"> ○ 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. ○ The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. <p>If a person is diagnosed by a healthcare provider with COVID-19, before returning to school, all student(s) in the household must have documentation from a health care provider evaluation, negative COVID19 testing, and symptom resolution, or if COVID19 positive, release from isolation.</p> <p>We will coordinate with the Otsego County Department of Health in any contact tracing and follow their recommendations regarding school closure or additional disinfection protocols</p>	DOHIG	20, Bullet 5 from top
Return to school will be coordinated between the Otsego County Department of Health and the school nurse.	NYSED ASSURANCE	19 (Checkbox 2), 40-41 HS, 16

CLEANING AND DISINFECTING PROTOCOL

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to clean and disinfect schools following CDC guidance.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 3), 42-44 HS, 17</p>
<ul style="list-style-type: none"> • The district will do frequent inventory of cleaning and disinfecting supplies • The district will do frequent inventory on PPE supplies • Cleaning logs will be kept for all bathrooms and common areas. These logs will be turned into the building custodian • Staff members should report an unclear area to their supervisor • Frequent inspections to be sure proper cleaning and disinfecting is being followed. These inspections can be completed by the building custodian, supervisor or administrator 	<p>LOCAL</p>	
<p>CLASSROOMS</p> <ul style="list-style-type: none"> • Remove any carpets, area rugs and fabric seating to the extent possible • All district classrooms that are used will be cleaned on a daily basis by the custodial staff • All garbage will be removed and replaced with a new garbage bag on a daily basis • The disinfectant sprayer will be used on a routine basis 	<p>LOCAL LOCAL</p>	
<p>OFFICES</p> <ul style="list-style-type: none"> • All offices will be cleaned at least once a day by the custodial staff. • All garbage will be removed and replaced with a new garbage bag on a daily basis 	<p>LOCAL</p>	

STRATEGY	GUIDANCE	PAGE(S)
<p>BATHROOMS</p> <p>Common Area Bathrooms</p> <ul style="list-style-type: none"> • The common area bathrooms will have all high-touch surfaces cleaned often throughout the school day. • Common area bathrooms will be cleaned and disinfected daily • High speed air dryers will be disabled and a paper towel dispenser will used in its place <p>Shared Staff Bathrooms:</p> <ul style="list-style-type: none"> • These bathrooms will be cleaned at least once a day. • Staff bathrooms will be cleaned and disinfected daily 	LOCAL	
<p>CAFETERIA</p> <p>Tables</p> <ul style="list-style-type: none"> • The cafeteria staff, will clean all tables and desks in between lunch periods with provided cleaner and disinfectant. • The tables and desks will be disinfected with a disinfectant sprayer at the end of each day. <p>Trays & Utensils</p> <ul style="list-style-type: none"> • The cafeteria staff will continue to follow all Department of Health guidelines for maintaining clean trays and utensils. 	LOCAL	

STRATEGY	GUIDANCE	PAGE(S)
<p>HIGH TOUCH SURFACES</p> <p>Lockers</p> <ul style="list-style-type: none"> • The outsides of lockers will be cleaned when visibly soiled. • A disinfectant sprayer will be used on a daily basis <p>Classroom Door Handles</p> <ul style="list-style-type: none"> • To the extent practicable classroom doors will be kept ajar throughout the school day to minimize the number of surfaces touched. • Custodial staff will clean these surfaces throughout the day when doors are closed. • Wipes will be available to teaching staff to wipe down between classes if required <p>Entrance Doors</p> <ul style="list-style-type: none"> • The entrance doors will be held open by staff, when possible and weather permits to allow students to enter the building upon arrival without having to touch the surfaces. • The custodial staff will clean the handles throughout the day. <p>Drinking Fountains</p> <ul style="list-style-type: none"> • Students are encouraged to bring water bottles to fill. • Fountains equipped with a bottle filling station will be turned off • Fountains will be cleaned on a routine basis throughout the day 	<p>LOCAL</p>	

SAFETY DRILL MODIFICATION PROTOCOL

STRATEGY	GUIDANCE	PAGE(S)
<p>The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.</p>	<p>NYSED ASSURANCE</p>	<p>19 (Checkbox 4), 45-47 HS, 18</p>
<p>Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.</p>	<p>NYSED</p>	<p>45</p>
<p>FIRE DRILLS</p> <p>The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day.</p> <p>Modifications to the standard operation procedures may include, but are not limited to:</p> <ul style="list-style-type: none"> • Conducting drills on a staggered schedule • Conducting drills by wing of the building. • Conducting drills by grade levels. 	<p>NYSED</p>	<p>45</p>
<p>LOCKDOWN DRILLS</p> <p>The principal will be responsible for scheduling lockdown drills.</p> <p>Lockdowns will be conducted without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.</p>	<p>NYSED</p>	<p>46</p>

Mandatory Assurances

COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT		
ASSURANCE	PAGE	NOTES
1. 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	8	
2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.	9-10	
3. The school and/or district will ensure all students are taught or trained how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.	11	
4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.	11	
5. 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.	11	

Mandatory Assurances

HEALTH AND SAFETY		
ASSURANCE	PAGE	NOTES
1. 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.	12	50% capacity for students
2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.	8; 66-67	Reopening committees, subcommittees, Town Halls for parents, students, and community members
3. Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.	11	Pg. 9
4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school’s director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.	69	COVID19 Signs Of Illness Protocol
5. 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.	75-80	Screening Protocol – Visitors, Staff, Students
6. 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.	82-85	COVID19 SYMPTOM CONFIRMATION PROTOCOLS
7. 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.	82-85	COVID19 Symptom Confirmation Protocol – Visitors, Staff, Students

ASSURANCE	PAGE	NOTES
8. Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.	81	COVID19 Health Screening Questionnaires – Visitors, Staff, Students
9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.	70-73	Screening Protocol - Students
10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.	87	Hand and Respiratory Hygiene Protocol
11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.	88-93	Social Distancing Protocol
12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.	94-95	Vulnerable/High Risk Group Accommodations
13. 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.	96-97	Pgs. 4-5
14. 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.	18-19	Pgs. 4 and 12
15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID19 in the school.	19	Pg. 19
16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.	82-85 98	RETURN TO SCHOOL AFTER COVID POSITIVE PROTOCOL
17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.	22-25 99- 101	CLEANING AND DISINFECTING PROTOCOL
18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons	102	MODIFICATIONS TO SAFETY DRILLS
19. 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)	103	Pg. 20

ASSURANCE	PAGE	NOTES
20. Each school and/or district reopening plan designates a COVID19 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.	10	Pg. 20

Mandatory Assurances

FACILITIES		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFP.	22	
2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.	22	
3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.	22	
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.	22	
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.	23-24	
6. 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.	24	
7. Each school and/or district reopening plan which include new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation	24	
8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.	24	
9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.	24	
10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water	25	

11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.	25	
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ASSURANCE	PAGE	NOTES
12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to “COVID19 Reopening” will be labeled as such.	25	
13. Each school and/or district reopening plan which include the use of plastic separators must comply with the 2020 BCNYS Section 2606.	25	

Mandatory Assurances

CHILD NUTRITION		
ASSURANCE	PAGE	
1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.	26	
2. Each school and/or district reopening plan must address all applicable health and safety guidelines.	26	
3. Each school and/or district reopening plan include measures to protect students with food allergies if providing meals in spaces outside the cafeteria.	27	
4. Each school and/or district reopening plan must include protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.	28	
5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.	28	
6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).	28	
7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.	29	
8. 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.	29	

Mandatory Assurances

TRANSPORTATION		
ASSURANCE	PAGE	
1. Each school and/or district reopening plan must ensure all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers will be cleaned/disinfected once a day.	30	
2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule.	30	
3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.	30	
4. 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.	31	
5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.	31	
6. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19.	32	
7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.	32	
8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.	32	
9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.	32	
10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.	32	

ASSURANCE	PAGE	
11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID 19 before arriving to work.	32	
12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.	33	
13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.	33	
14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.	33	
15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.	33	
16. 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 COVID19.	34	
17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.	34	
18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.	3536	

Mandatory Assurances

SOCIAL-EMOTIONAL WELL-BEING		
ASSURANCE	PAGE	NOTES
1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.	36	
2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists, to inform the comprehensive developmental school counseling program plan.	38	
3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.	38-40	
4. Each school and/or district reopening plan addresses professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID19 public health emergency, as well as provide supports for developing coping and resilience skills for students, faculty, and staff.	37; 41	

Mandatory Assurances

SCHOOL SCHEDULES		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.	42-44	

Mandatory Assurances

ATTENDANCE AND CHRONIC ABSENTEEISM		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.	45-48	

Mandatory Assurances

TECHNOLOGY AND CONNECTIVITY		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.	48	
2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.	49	
3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.	50	

Mandatory Assurances

TEACHING AND LEARNING		
ASSURANCE	PAGE	NOTES
1. 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.	51-56	
2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school’s charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.	51	
3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in- person, remotely or through a hybrid model of instruction	51-52	
4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are/clear/opportunities for instruction that/are/accessible to all students./Such opportunities must be/aligned with State standards (or, for charter schools, the standards set forth in the school’s charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.	53	
5. Schools must create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).	53	
6. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten 7. n 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.	54	



Mandatory Assurances

SPECIAL EDUCATION		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent/with the need to protect the health and safety of students with disabilities and those providing special education and services.	p. 56	
2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.	p. 56-57	
3. Each school and/or district reopening plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.	p. 57	
4. Each school and/or district reopening plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on/individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.	p. 57	
5. Each school and/or district reopening plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.	p.57	



Mandatory Assurances

BILINGUAL EDUCATION AND WORLD LANGUAGES		
ASSURANCE	PAGE	NOTES
1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID19 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.	p. 58	
2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.	p. 58	
3. Each school and/or district reopening plan must ensure the maintenance of regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process, and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.	p. 59	

Mandatory Assurances

TEACHER AND PRINCIPAL EVALUATION SYSTEM		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.	125	

Mandatory Assurances

CERTIFICATION, INCIDENTAL TEACHING, AND SUBSTITUTE TEACHING		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.	125	