



Reopening Remsen Central School

COVID-19 Student and Staff Health and Safety Reopening Plan

Remsen Central School District

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Reopening Remsen District Task Force

Tim Jenny – Superintendent, Alumni, Parent

John McKeown – Business Administrator

Kristy McGrath – High School Principal

Gary Winghart – Elementary Principal, Parent

Eilleen Hamlin – High School Nurse, Alumni

Autumn Fasolino – Elementary School Nurse

Kevin Roberts – Head Custodian, Alumni, Local CSEA Union President

Adam DeGrace – Bus Dispatcher, Alumni

Fay Harper – Director of Special Education, School Psychologist, Parent

Kelly Runniger – Elementary Teacher, RTA Union President, Alumni

Dan O’Bryan – High School Teacher

Elementary Planning Team

Gary Winghart – Elementary Principal, Parent

Tim Jenny – Superintendent, Alumni, Parent

John McKeown – Business Administrator

Fay Harper – Director of Special Education, Psychologist, Parent

Autumn Fasolino – Elementary School Nurse

Kelly Runniger – Elementary Teacher, RTA Union President, Alumni

Emily Laurey – Social Worker

Scott Jones – Physical Education Teacher, Parent, Alumni

Janell Tavenner – Elementary Teacher, Parent

Katey Secor – Elementary Teacher, Parent

Jennifer Labella – Remedial Reading Teacher, Parent

High School Planning Team

Kristy McGrath – High School Principal

Tim Jenny – Superintendent, Alumni, Parent

John McKeown – Business Administrator

Fay Harper – Director of Special Education, Psychologist, Parent

Eilleen Hamlin – High School Nurse, Alumni

Dale Dening – High School PE Teacher, Athletic Director, Parent

Kathleen Nebush – High School Counselor

Russ Haynes – High School English Teacher

Dan O’Bryan – High School Science Teacher

Jodi Richard – Art Teacher

Other Stakeholder Information/Input

Parent/Student Surveys on Transportation, Computer Devices, Internet Access, and Reopening Concerns

Oneida County Superintendent’s Meeting with Oneida County Director of Health, Phyllis Ellis

Oneida County Superintendent’s Meeting with Oneida County Executive, Anthony Picente

Continuous Communication with BOCES School Food Service Director, Kathleen Dorr

All Remsen Central School Faculty and Staff Virtual Collaboration Workshop

Parent/Student Virtual Forum to Ask Questions and Provide Input/Feedback (Approximately 100 Participants)

Board of Education Review, Input, Feedback

Soar to Success



We Are Remsen

Our Reopening Remsen District Taskforce met for many hours on many different days to discuss, research, plan, and review all factors pertaining to reopening school. Our planning discussions included every element from the New York State Department of Health Guidance and the New York State Education Department Guidance.

As we continue to fight through this unprecedented pandemic, it is inevitable that perspectives and beliefs surrounding the virus and required protocols will vary. However, we can all agree that the safety, health, and wellness of our children, families, staff and community members must be priority one.

Thank you for your unwavering support of our school.

*We are united. We are strong. **We are Remsen.**
Together, we can get through anything.*

Sincerely,

A handwritten signature in orange ink, which appears to read "Timothy Jenny". The signature is fluid and cursive, with a long horizontal stroke at the end.

*Timothy Jenny
Superintendent*



IMPORTANT – PLEASE READ

THIS PLAN IS A PRELIMINARY PLAN. MANY ASPECTS OF THIS PLAN, INCLUDING OUR STUDENT/SCHOOL SCHEDULES COULD CHANGE BASED ON DOH/SED REQUIREMENTS, HEALTH CONCERNS, AND ANNOUNCEMENTS FROM THE GOVERNOR.

It is our goal to provide Remsen students with the best educational experiences possible during this pandemic while ensuring that we adhere to all health and safety requirements.

There is a good possibility that we will be required to teach all students remotely at any given time throughout the upcoming school year.

Parents should have plans in place for their children (especially elementary children) in the event that we are required to go 100% virtual learning.

It is quite likely that schools, including Remsen, will be required to switch from hybrid in-person to full remote learning without much, if any, notice.

Our teaching team should be prepared and ready for full remote teaching and learning at any time throughout the upcoming school year.

No one likes the fact that we are in a pandemic that requires students, teachers and staff to wear masks. We understand kids and their developmental stages and we know it will be difficult for some of them. At the end of the day, it is better to have as many students as possible safely learning in school, with the inconvenience of wearing a face covering.

Please help us continue to successfully teach all of our Remsen students through this unprecedented challenge by understanding that we must follow all requirements in this plan to ensure the safety and health of all students, staff, family, and community members. If we don't, we cannot reopen. We must be a united front. Working together is key. And together, we can get through anything.

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Communications Plan

I) Access to Reopening Plans

Reopening plans and updates will be available and posted on our school website for faculty, staff, students, and parents/guardians.

II) Communication for Important Updates and Information

School Messenger phone call messages, webpage/Facebook/social media updates, letters home, and parent/student emails will be used to ensure consistent, frequent communications and updates for students, parents/guardians and staff. Information regarding health and safety and schedules will be included.

III) Communication for Adherence to All CDC, DOH, NYSED Guidance/Requirements

Information, instructions, training, and signage related to health and safety will be posted throughout all buildings, offices, and classrooms, and on our webpage/social media. In addition, safety information will be emailed to parents/students and safety reminders will be included in school messenger call updates. *Communication will include use of PPE, and acceptable face coverings.

IV) Training Communications

Training of students, faculty, and staff on how to follow COVID-19 protocol safely and correctly, including hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene is included under the Health and Safety section of this plan.

V) Remsen Central School District COVID-19 Safety Coordinator

Timothy Jenny, Superintendent – Ensure continuous compliance of Remsen Central School's Reopening Plan and any phased-in reopening changes.

VI) COVID-19 Positive Identification Building Coordinators

High School Building/Bus Garage/Buses

Eilleen Hamilin, HS Nurse – Coordinator and Main Contact for Health Department Identification of Positive Cases and Communications with the Department of Health

Elementary Building/Bus Garage/Buses

Autumn Fasolino, Elementary Nurse – Coordinator and Main Contact for Health Department Identification of Positive Cases and Communications with the Department of Health

VII) It is extremely important that families have emergency student pick-up plans in place for the health and safety of all students.

Face Coverings and PPE

I) Face Coverings/Masks

All employees, students, vendors, and visitors are required to wear an acceptable face covering to gain entry into any building and at all times, except for meals and classroom instruction with social distancing of at least six feet.

All students and staff members must wear acceptable face coverings throughout the day, including in their classrooms, whenever they are within six feet of someone, in hallways, in restrooms, and in other congregate settings, including buses.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance.

RCS will maintain an adequate supply of face coverings (provided suppliers have them in stock) for employees who need them (and for students if they forget their own).

II) Acceptable Face Coverings

Cloth-based face coverings (including homemade sewn, quick cut, bandana), and surgical masks.

All face coverings must cover both the mouth and nose.

Face shields worn without other face coverings may not be used.

III) Cleaning of Face Coverings

Students and parents/guardians are responsible for cleaning and maintaining their face coverings.

IV) Mask Breaks

Students will be given mask breaks throughout the day in their classrooms when seated, at least six feet apart, and instructed that they may do so by their teacher or other staff member. No student will be required to take their mask off for said break if they wish to keep it on.

V) Face Covering Education

RCS will provide educational materials on the proper way to wear face coverings, how to remove face coverings, how to clean face coverings, and how to discard disposable face coverings. RCS also intends to use the BOCES Safety Office and Safe Schools for educational video resources, links, and information. Face coverings should never be shared.

VI) Additional PPE

RCS will provide PPE for us by school health professionals including gloves, gowns, and face shields provided that the district is able to receive them from suppliers. As soon as possible, the district will also provide nurses with N95's for emergency use.

VII) Medical Mask Exemptions

Students/staff that require a medical mask exemption must provide medical documentation and notification to the school nurse as soon as possible, and before attending school without a mask.

Social/Physical Distancing [At Least Six Feet]

I) Social Distancing

All persons in school facilities must keep a social distance of at least six feet whenever possible. Remsen Central School's safety plans ensure that all persons in all school facilities and on school grounds keep a social distance of at least six feet whenever possible.

II) School Bus

All students and staff will be required to wear a face covering on school buses.

Remsen's goal will be to maintain one student per seat on a school bus with the exception of family members living in the same home that will be expected to sit together.

This goal will be possible due to the number of parents that stated that are able and willing to transport their children to school. If parent transport numbers decrease, RCS may be forced to return to more frequent remote learning models.

III) Arrival to School Procedures

Elementary Students

Bus

Elementary students arriving to school on a school bus will be released from the bus, one bus at a time. Students already screened with their temperature taken before boarding the bus by a school staff member will exit the bus and be assisted into the school building with face coverings on, and go directly to their classrooms. Markers/signage will be posted to assist all students. Students requiring breakfast will be able to pick up their breakfast bag at a designated breakfast station, and take it with them to their classroom.

Parent Transport

Elementary students arriving to school via parent transport will be dropped off at the exterior doors of the elementary cafeteria. Upon exiting the vehicle students will be required to have their face covering on. A school staff member will take students' temperatures as children exit the vehicle. A thumbs up to the parent will indicate no fever and the green light for the parent to leave. If a child indicates a fever of 100 degrees or higher, the child will be required to get back into the parent's vehicle and not allowed in school. Parents/Guardians are not allowed to enter the school building when dropping off their children. With a thumbs up, a child will enter the cafeteria, receive breakfast to go when applicable, and report directly to their classroom. Markers/signage will be posted to assist all students.

High School Students

Bus

High School students arriving to school on a school bus will be released from the bus, one bus at a time at the high school cafeteria doors. Students already screened with their temperature taken before boarding the bus by a school staff member will exit the bus and enter the building, with face coverings on, and go directly to their first period classrooms. Students requiring breakfast will be able to pick up their breakfast bag and eat their breakfast in one of the designated spaces before reporting to their first period classroom.

Parent Transport

High School students arriving to school via parent transport will be dropped off at the front main entrance of the high school (front wooden door). Upon exiting the vehicle students will be required to have their face covering on. A school staff member will take students' temperatures as they exit the vehicle. A thumbs up to the parent will indicate no fever and the green light for the parent to leave. If a student indicates a fever of 100 degrees or higher, the child will be required to get back into the parent's vehicle and not allowed in school. Parents/Guardians are not allowed to enter the school building when dropping off their children. With a thumbs up, a student will enter the high school and report directly to their first period classroom or designated breakfast area to eat breakfast.

Student Drivers

High School students driving to school will enter school at the back doors by the agriculture classroom. Upon exiting their vehicle students will be required to have their face covering on. A school staff member will take students' temperatures before entering the building. If a student indicates a fever of 100 degrees or higher, the student driver will be required to return to home. A parent/guardian will be called in the morning to inform them that their student driver had a fever and was required to return home.

Student Walkers

High School students walking to school will enter school at the main front entrance of the high school (wooden door), wearing a mask. A school staff member will take students' temperatures before entering the building. If a student indicates a fever of 100 degrees or higher, the student walker will be required to walk back home. A parent/guardian will be called in the morning to inform them that their student walker had a fever and was required to walk back home.

RCS Student-Children of Staff Members

Children of staff members must be fully screened by the staff member before reporting to school. If the staff member arrives after the screeners are in position, the students must proceed through the screening station at the designated parent drop-off or student-driver location at either building. If the staff member arrives before the screeners are in position, the students must report to the respective screening station as soon as the screeners are in position. NOTE: These students must be screened by the staff member at home (questionnaire and temperature check), and then screened again at a screening station every day.

II) Desks, Classrooms Sizes, Student Grouping (Cohorting)

At the elementary school, students will stay with their grade level group throughout the day.

The size of classroom student groups (cohorts) at both buildings will be determined by attempts to maximize the number of students who can be in a classroom while maintaining the six feet social distancing requirement.

Student seating will be six feet apart, facing in the same direction, to ensure safe distancing between students and to reduce possibility of transmission caused by talking, coughing, sneezing.

III) Visual Aids, Signage, Hallways, Restrooms

Arrows, signs, stickers, cones, posters, tape, and hallway dividing stanchions will be used to illustrate and encourage safe, appropriately distanced traffic flow in hallways. Students will walk in a line against opposite walls in the hallways when passing.

Restrooms - Students wear masks. Teachers/staff will monitor students leaving their classroom to ensure that bathrooms are not overcrowded. Signage will encourage one person in a restroom at a time. High School students that need to use the restroom between classes are encouraged to report to their class to set their books and materials down on their desk before using the restroom.

IV) Space Configurations/Restrictions

At both buildings, alternate spaces will be designated for additional classroom areas (library, gym, cafeteria, technology room, art room, and others) to ensure that density population is reduced when possible.

At the high school, alternate spaces will be used (library, chrome lab, technology room, gymnasium, and others) for breakfast and lunch to ensure that safe social distancing is possible.

Locker rooms will not be open.

Elementary Cubbies will not be used. Students will store their items in/near their desk. Locker use in the intermediate wing of the elementary (grades 4-6) will be monitored and scheduled by the teachers to ensure that students are not at their lockers at the same time. They will be used for the storage of boots, coats and hats, accessed only at the beginning of the day, end of the day and times when items are needed for outdoor activities (students sent to lockers in small groups to allow for social distancing).

Locker use at the high school will not be allowed at the start of the school year.

V) Music, Physical Education

A distance of twelve feet must be maintained when participating in music activities (singing, playing instruments), or participating in aerobic activities. As such, RCS is working to schedule chorus and band instruction in alternate locations (gymnasiums/cafeterias) to ensure at least twelve feet between each student.

A traditional physical education model will not be possible with the current DOH restrictions. As such, physical education classes will participate in activities that adhere to all Department of Health regulations. No students will be required to change for physical education class.

VI) Mass Gatherings

Until further notice, Remsen Central School may not conduct in-person assemblies, concerts, athletic events/practices or evening gatherings/events.

VII) Visitors and Guests

Visitors, guests, parents/guardians/caregivers will not be allowed inside school buildings during the school day. Parent meetings will be conducted virtually or scheduled after school for extenuating circumstances as determined by Remsen administration.

VIII) Playgrounds

RCS is working on procedures for playground usage during recess. If possible, RCS will stagger playground use for cohorts. If lack of staff or scheduling issues prevent playground use, alternative, safe, socially distanced recess activities will be planned when possible.

IX) Public Use of Track, Fields, Disc Golf Course, and Playgrounds

Use of the track, fields, disc golf course, and playgrounds continue to be closed to the public during school hours. Use of these facilities, especially during the pandemic, must be available to our students throughout the school day. The community may use these facilities after school hours provided that school based clubs or sports teams are not taking place and all Department of Health guidance must be followed.

X) Dismissal Procedures

Elementary Students

Bus

Elementary students will board their buses, one class at a time (alternating primary and intermediate classes) in small group intervals, wearing their face coverings onto the bus.

Parent Transport

Students being picked up by their parents will be called down to the elementary cafeteria prior to bus rider dismissal. School staff will bring students to their respective parent/guardian/care giver's vehicle. Adults are not allowed into the school building and must remain outside, away from the cafeteria doors. If school staff does not recognize the person picking up a child, they will ask for ID to ensure the person picking up the child is correctly identified.

High School Students

Bus

High School students will be dismissed to board their buses at the end of the day wearing their face coverings in small group intervals. Students will be required to keep their face coverings on while boarding their bus and while riding and exiting their bus.

Parent Transport

High School students being picked up at dismissal will be allowed to exit the main front entrance (wooden door) and get into the respective vehicle. Face coverings will be required until they have entered a vehicle.

Student Drivers

High School student drivers will be allowed to exit at the back doors by the agriculture classroom, wearing face coverings. Face coverings are encouraged until they have entered their vehicles.

Student Walkers

High School student walkers will be allowed to exit the main front entrance (wooden door). Face coverings will be encouraged at least until the walkers have cleared all pick up and drop off areas in front of school.

XI) Truck Deliveries

All freight deliveries should report to the loading dock only. There is a phone number posted on the loading dock door for drivers to call for assistance. Food deliveries will be to the high school kitchen. Food delivery drivers should not go past the coolers and/or freezers required for food delivery. All delivery drivers must wear masks when inside school.

XII) Vendors, Architects, BOCES Staff, Service Technicians, and Other Required Non-Staff Personnel

Must talk through the mic at the buzz in station of either building entrance and inform staff of their reason for coming. Staff will contact appropriate school personnel to meet person at the main entrance to ensure that they are adhering to all required procedures and protocols, including a face covering, and to screen for COVID-19 before allowing entrance into any building.

The bus dispatcher will screen any non-staff personnel before allowing them to enter the bus garage and ensure that they are also wearing a face covering.

Health Hygiene

I) Hand and Respiratory Hygiene Signage

Remsen Central School will promote and encourage healthy hygiene habits for all staff and students by placing signs in classrooms, hallways, restrooms, buses, entrances, gymnasiums, cafeterias, offices, custodial staff areas, and libraries. RCS will use the CDC resources as a reference to create signs and educational media for students, staff, and families.

II) Healthy, Hand and Respiratory Hygiene Practices Education and Training

Remsen Central School will provide students and staff with educational materials and training to adhere to and promote healthy hygiene including:

- Stay home if they feel sick
- Properly store and, when necessary, discard PPE
- Adhere to social distancing instructions

Report Symptoms of, or exposure to, COVID-19
Proper Hand Washing Techniques
Use of Hand Sanitizer
Respiratory Etiquette Including Covering Coughs and Sneezes
Proper use of face coverings
Everyday Protective Measures
Follow cleaning and disinfection guidelines
Educational materials will also be posted on our webpage and social media.

III) Hygiene Supplies

Hand sanitizer stations will be installed in all classrooms, offices, cafeterias, gyms, libraries, faculty rooms, entrances, and the bus garage. Portable hand sanitizer bottles will also be available for use.

Handwashing stations are available in the majority of elementary classrooms, both nurse offices, and all restroom facilities. All handwashing stations have disposable paper towel pull-the-paper dispensers.

Trash receptacles are located in each classroom and office in addition to multiple locations in hallways for disposal of soiled items, including PPE.

IV) Hygiene Promotion

RCS encourages all students and staff to wash their hands:
Upon entering the building and each classroom
Before and after using shared objects or surfaces
Before and after snacks and lunch
After using the bathroom
After helping a student with toileting
After sneezing, wiping or blowing nose, or coughing into hands
Upon coming in from outdoors
Anytime hands are visibly soiled

RCS encourages all students and staff to cover their mouths or noses with tissue when coughing or sneezing and dispose of the tissue appropriately. If a tissue is not available, use the inside of the elbow to cover the mouth or nose. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

V) Drinking Fountains

Students and staff should bring their own water bottles to school each day.
All drinking fountain bubblers will be closed.
Bottle-refilling stations and all available sinks will be open.
Disposable cups will also be available at bottle-refilling stations.

VI) Physicals and Screenings

Hearing, vision, and scoliosis screenings will be waived for the 2020-2021 school year due to the COVID-19 crisis, unless deemed necessary for educational purposes.

Students are able to participate in the fall 2020 sports season (if it occurs) even if they do not have a current health examination if they meet certain criteria.

Cleaning and Disinfecting

I) Cleaning and Disinfecting Procedures

Remsen Central School will adhere to hygiene and sanitation requirements from the CDC and DOH for cleaning and disinfecting school-wide.

Cleaning and disinfecting are the primary responsibility of Remsen's custodial staff. In addition, appropriate cleaning and disinfection supplies will be provided to faculty and staff to disinfect commonly used surfaces in offices or classrooms.

School buses will be cleaned and disinfected between all bus runs. The bus garage will be cleaned and disinfected by transportation staff.

Food Service Workers will be responsible for cleaning and disinfecting the cafeteria kitchens at both buildings.

Remsen's district-wide cleaning includes:

Classroom desks and chairs

Lunchroom tables and chairs

Door handles and push plates

Handrails

Kitchen and bathroom faucets

Light switches

Handles on equipment (e.g., athletic equipment)

Buttons on vending machines and elevators

Shared telephones

Shared desktops

Shared computer keyboards and accessories

Bus seats and handrails

Break rooms and lunch rooms

Refrigerator handles

Copier rooms/areas

Provide and require cleaning and disinfectants to wipe down after each use

Restrooms

Place signs asking employees to wash hands before and after using the restroom

Provide paper towels in restrooms

Open top trash can should be provided

Increase efforts to keep bathrooms clean and properly disinfected

Shared tools and equipment – Transportation, Custodial, Buildings and Grounds

Provide and require cleaning and disinfectants to wipe down after each use

II) Cleaning and Disinfection Logs

RCS will maintain a cleaning and disinfection log that includes the date, time, and scope of cleaning and disinfection. The Head Custodian will be responsible for maintaining said log and for assigning cleaning and disinfection responsibilities.

III) Cleaning and Disinfection Frequency

*Desks and cafeteria tables must be cleaned and disinfected between each individual's use, if shared. Safe disinfectant spray will be stocked in every classroom to ensure that teachers and staff members disinfect student desks between individual use. If cohorting is possible, cleaning and disinfecting will take place between each cohort's use.

Thorough cleaning and disinfecting of both buildings every night.

Regular cleaning and disinfection of restrooms.

More frequent cleaning and disinfection for high-risk, high-touch surfaces and areas used by many individuals including:

Desk, Tables, Doorknobs, Light Switches, Countertops, Handles, Phones, Keyboards and Tablets, Toilets and Restrooms, Faucets and Sinks.

Students may not participate in cleaning and/or disinfection activities.

IV) School Health Offices Cleaning

School health office cleaning must occur after each use of Cots, Health Office Bathrooms, and Health Office Equipment

Mandatory Morning Home Health Checks

I) Signs of Illness at Home

All parents/guardians are responsible for observing signs of illness in their child in the morning before school. Please see additional guidance "When to Keep Your Child Home From School". If a child is ill, exhibiting symptoms of possible COVID-19, and/or has a fever of 100 degrees Fahrenheit or greater, that child must be kept home.

The most common symptoms of COVID-19 are:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose
Nausea or vomiting
Diarrhea

Before parents/guardians allow their child to leave the house, they must screen their child, take their temperature to ensure it is below 100 degrees, and be able to answer “no” to all four screening questions listed below:

- 1) Have you been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19, or who has had symptoms of COVID-19?**
- 2) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?**
- 3) Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days?**
- 4) Have you travelled internationally or from a state with widespread community transmission of COVID-19, per the NYS travel advisory in the past 14 days?**

PLEASE SCREEN YOUR CHILD BEFORE SENDING THEM TO SCHOOL EVERY MORNING.

IF YOUR CHILD IS WAITING FOR THE BUS OR BEING DROPPED OFF AT SCHOOL, YOU HAVE CONFIRMED THAT THE ANSWER TO EACH OF THE FOUR QUESTIONS ABOVE IS “NO” AND THAT THEY DO NOT PRESENT WITH A FEVER OF 100 DEGREES OR HIGHER.

Please Note: School screeners will also be required to take students’ temperatures before entering a bus or entering school if dropped off. The school screener’s temperature reading for each student is the reading that RCS must go by. The screener will take an additional reading if the student presents with a temperature of 100 or higher to ensure accuracy.

School Screening

I) Mandatory Temperature Screenings for Students

School Bus

In addition to the mandatory parent/guardian student screening, all students will be required to have their temperature taken by a trained school staff member with appropriate PPE (mask, gloves, face shield or goggles) before boarding the school bus. Touchless/non-contact infrared thermometers will be used. If the student does not have a temperature, they will be allowed to board the bus and a thumbs up will be indicated to the parent/guardian. If the student presents with a temperature of 100 or higher, a thumbs down will be indicated, the student will not be allowed to board the bus, and the student will need to be returned to the care of their parent/guardian.

A PARENT/GUARDIAN/CAREGIVER MUST BE PRESENT FOR ELEMENTARY STUDENTS BOARDING THE BUS EACH MORNING

For students in grades 7-12, if no adult is present at the bus stop location and the child presents with a fever, they will be required to return to their home. The nurse will contact a parent/guardian that same morning to inform the parent of the same.

Trained staff will be responsible for recording thumbs up or down using paper documentation. At the end of the bus run they will submit the daily document for school nurse review and documentation to the bus dispatcher. The bus dispatcher will scan and send via secure and confidential email to the school nurse.

Parent Drop-Offs

When students arrive at school via parent/guardian/caregiver drop off, a trained school staff member with appropriate PPE (mask, gloves, face shield or goggles) will take students' temperatures at the respective drop off locations immediately after exiting the car using a non-contact infrared thermometer. If the student does not have a temperature, they will be allowed to enter school and a thumbs up will be indicated to the parent/guardian to drive away. If the student presents with a temperature of 100 or higher, a thumbs down will be indicated, the student will not be allowed to enter school, and the student will need to reenter the car and proceed back home with the parent/guardian/caregiver.

Student Drivers

When students drive themselves to school a trained school staff member with appropriate PPE (mask, gloves, face shield or goggles) will take students' temperatures at the back door of the high school by the agriculture classroom before entering the building using a non-contact infrared thermometer. If the student does not have a temperature, they will be allowed to enter school. If the student presents with a temperature of 100 or higher, the student will not be allowed to enter school, and the student will need to reenter their car and drive home. The nurse will contact a parent/guardian that same morning to inform the parent of the same.

Student Walkers Grades 7-12

When students walk to school a trained school staff member with appropriate PPE (mask, gloves, face shield or goggles) will take students' temperatures at the front main door (wooden door) of the high school before entering the building using a non-contact infrared thermometer. If the student does not have a temperature, they will be allowed to enter school. If the student presents with a temperature of 100 or higher, the student will not be allowed to enter school, and the student will need to walk home. The nurse will contact a parent/guardian that same morning to inform the parent of the same.

Documentation

The school nurse will make documentation of symptoms and temperature in the student's health care record and communicate with parents/guardians. Appropriate referrals will be made to the student's healthcare provider. (See link to testing sites below*)

II) Mandatory Screenings for Vendors and Service Technicians

When a vendor arrives to a school building, they will be required to respond to our four-question screening tool and their temperature will be taken. If they pass the screening and temperature checks, they will be allowed to enter. If they do not pass the screening procedures, they will not be allowed to enter the school building. Documentation of same will be presented to the school nurse.

III) Temperature Screeners

School Bus Temperature Screeners

Remsen Central School trained bus staff and drivers will wash hands using soap and water washing for at least 20 seconds or use supplied alcohol based hand sanitizer and don appropriate PPE prior to AM and PM bus routes.

Bus Dispatcher will ensure that staff have answered daily questionnaires and have performed a temperature check, in the AM only, and/or as needed. Staff will be required to attest to having performed daily checks recording on prepared google doc.

Bus drivers-facemask

Bus Screener Staff-facemasks, gloves, and face shields if needed

Screener will take student's temperatures prior to student embarking on bus using infrared touchless thermometer

Screener will disinfect thermometer between each student with supplied disinfecting wipes (may use wipe more than once provided it remains wet)

If contact with student is made by screener, gloves must be changed

Screener will record on paper, thumbs up or thumbs down for documentation of temperature results.

Thumbs up-student embarks on bus with mask, if mask is forgotten, one will be provided.

If parent refuses to have student wear mask, the student must stay home, a note from the student's Health Care Provider indicating medical reason that student should not be required to wear a mask will be required.

Thumbs down-student remains in the care of parent/guardian

Transportation manager will scan and send daily reports to school nurse for review and documentation

Drop Off Screeners

Remsen Central School trained screening staff will wash hands using soap and water washing for at least 20 seconds or use supplied alcohol based hand sanitizer and don appropriate PPE prior to screening.

Screening staff are required to answer the daily questionnaire and perform a temperature check, before reporting to school. Staff will be required to attest to having performed daily checks recording on prepared google doc.

Screening Staff-facemasks, gloves, and face shields if needed

Screener will take student's temperatures prior to student entering the building using infrared touchless thermometer

Screener will disinfect thermometer between each student with supplied disinfecting wipes (may use wipe more than once provided it remains wet)

If contact with student is made by screener, gloves must be changed

Screener will record on paper, thumbs up or thumbs down for documentation of temperature results.

Thumbs up-student enters building, if mask is forgotten, one will be provided.

If parent refuses to have student wear mask, the student must stay in car with parent, a note from the student's Health Care Provider indicating medical reason that student should not be required to wear a mask will be required.

Thumbs down-student remains in the care of parent/guardian.

Screeners will give daily reports to school nurse for review and documentation.

Daily Vendors and Service Technicians

Remsen Central School trained screening staff will wash hands using soap and water washing for at least 20 seconds or use supplied alcohol based hand sanitizer and don appropriate PPE prior to screening.

Screening staff are required to answer the daily questionnaire and perform a temperature check, before reporting to school. Staff will be required to attest to having performed daily checks recording on prepared google doc.

Screening Staff-facemasks, gloves, and face shields if needed

Screener will take vendor's temperatures prior to entering the building using infrared touchless thermometer.

Screener will also screen vendors using the four-question screening document.

Screener will disinfect thermometer between each visitor with supplied disinfecting wipes (may use wipe more than once provided it remains wet)

If contact with visitor is made by screener, gloves must be changed

Screener will record on paper, thumbs up or thumbs down for documentation of temperature and questionnaire results.

Thumbs up-vendor enters building, if mask is forgotten, one will be provided.

Thumbs down-vendor not allowed to enter the building.

Screeners will give daily reports to school nurse for review and documentation.

IV) Mandatory Screenings for Remsen Central School Staff

All employees and substitutes are required to self-screen each morning before reporting to school. Screening includes responding to the Google Form each morning and taking one's temperature to ensure it is below 100 degrees. A picture of the screening document is below:

The image shows a Google Form titled "Daily Temperature Check and Screening Form" for Remsen Central School District. The form features the district's logo (a ram's head) and the motto "Soar to Success". The main heading is "Remsen CSD Staff Screening". Below this, it states that the user's email address (ending in @remsencsd.org) will be recorded and provides a link to "Switch account" if it's not theirs. A red asterisk indicates that the following information is required. The form asks the user to attest that they have not experienced any of the following conditions or situations in the past 14 days and that their current temperature is below 100 degrees Fahrenheit. The conditions listed are: 1) knowingly being in close or proximate contact with someone who has tested positive for COVID-19 or has symptoms; 2) testing positive for COVID-19; 3) experiencing symptoms of COVID-19, including a temperature above 100.0°F; and 4) traveling internationally or from a state with widespread community transmission of COVID-19. At the bottom, there is an attestation statement and two radio button options: "Yes" and "No".

Daily Temperature Check and Screening Form

Remsen Central School District
Soar to Success

Remsen CSD Staff Screening

Your email address ([redacted]@remsencsd.org) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Before reporting to work today, please attest that you have not experienced any of the following conditions or situations and that your current temperature is below 100 degrees Fahrenheit.

Have you...

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

I attest that I have not experienced any of the above conditions/situations in the past 14 days and that my current temperature is below 100 degrees Fahrenheit. *

Yes

No

If a Remsen Central School employee does not pass the self-screening, they are not allowed to report to school and must follow the appropriate procedures for calling in.

The school nurses will review and confirm screening documentation of all staff for monitoring and compliance each morning. The school nurse of each building will report any non-compliance to the superintendent of schools.

If a staff member develops COVID-19 symptoms at home, has received a positive test for COVID-19, has been exposed to COVID-19, or has a temperature of 100.0 degrees or higher, they will be required to stay home and follow the required self-monitoring and/or quarantine requirements as outlined later in this reopening plan. A referral to their HCP may be made by the school nurse for assessment and testing if deemed necessary. Information and websites for obtaining COVID-19 testing will be given. (NYSDOH and OCHD COVID-19 hotline numbers are listed below).

Clearance in writing from the staff member's healthcare provider will be required prior to returning to work per "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure," and must be submitted to the school nurse.

2019 NOVEL CORONAVIRUS HOTLINE
NEW YORK STATE DEPARTMENT OF HEALTH (NYSDOH)
*** CALL 1-888-364-3065 FOR INFORMATION ABOUT CORONAVIRUS**
***ONEIDA COUNTY HEALTH DEPARTMENT COVID-19 HOTLINE: 315-798-5431**

V) QUARANTINE OF STUDENTS, FACULTY, or STAFF may be required after international travel or travel within certain states with widespread community transmission of COVID-19 per the NYS list.

VI) Education and Training for Health Checks and Mandatory Screening

Professional development for completing daily health checks and monitoring procedures will begin upon approval of reopening plan using material from the CDC regarding COVID-19 and information and demonstrations using BOCES Safety Office resources and/or SafeSchools training.

Monitoring and Management of Ill Persons

I) Monitoring Students

Teachers and staff will be alert for students who appear ill and/or complain of, or exhibit any symptoms listed below during the school day. They will refer the student to be assessed by the school nurse. Initial assessment of any student complaining of symptoms that align with COVID-19 will be performed in one of the designated isolation rooms to keep the health offices for well visits and other illness.

The school nurse will communicate, reassure, and assess the student after washing hands and donning appropriate PPE per NYSDOH and CDC guidelines by;

- 1) Reviewing history and asking appropriate COVID-19 questions regarding possible recent exposures and current symptoms;
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 2) Taking Vital signs
- 3) Completing head-to-toe assessment including O2 Saturation using pulse oximeter
- 4) Making determination of healthcare needs based on findings
- 5) Communicating with parent all findings and recommendations for plan of care
- 6) Making appropriate referrals based on healthcare needs
- 7) Communicating with Remsen Central School's COVID-19 Safety Officer, and OCHD if symptomatology aligns with COVID-19
- 8) Providing social emotional support throughout assessment

II) Monitoring Trends

Screening and monitoring data will be reviewed daily by elementary and high school School Nurses as well as the COVID-19 Safety Officer. Trends of student/staff illness will be tracked identifying possible up-ticks in illness that would require adjustments and/or limitations in daily school operations. The COVID-19 Safety Officer will take appropriate steps to ensure increased disinfection and possible closure of some areas of the campus and/or determinations of closure based on OCHD guidance.

III) Training

Teachers and staff will be required to participate in professional development prior to in-person student attendance to become aware of COVID-19 symptoms based on CDC guidance.

Positive Screen Protocols and Containment

For the continued health and safety of Remsen Central School students and staff, containment of individuals who present with signs and/or symptoms of illness is a top priority. Any individual presenting with, or complaining of illness, will be referred and assessed by the school nurse. In the absence of the licensed school nurse in the elementary or high school building, ill persons will be isolated as described earlier in this reopening plan and sent home at the earliest possible time for symptoms that align with COVID-19.

Based upon assessment data by the school nurse, as described previously in this document, and communication with parents/guardians, the school nurse will make a determination whether;

- 1) The individual may remain in school
- 2) The individual will be sent home
- 3) The individual will be referred to their healthcare provider for assessment/evaluation and treatment. If the individual requires evaluation by their HCP, documentation is required for reentry to school by their HCP. Documentation from their HCP will include;
 - a.) attestation of evaluation and treatment
 - b.) resolution of symptoms has been reached
 - c.) documentation of negative COVID-19 testing
 - d.) If COVID-19 testing is positive, a statement releasing from quarantine and/or communication from OCHD will be required for return to school. Communication with NYSDOH and OCHD will be ongoing to assist with contact tracing in the school setting.

The school nurse will communicate with Remsen Central School's COVID-19 Safety Officer for any COVID-19 possible exposures and/or positive testing. Communication with NYSDOH and OCHD will be initiated by the School Nurse for any COVID-19 exposures, or positive testing. Contact tracing will be initiated upon receiving a report of positive COVID-19 testing in association with the local health department.

I) Positive Screen for Exposure or Symptoms

Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100 degrees, must be immediately sent home with instructions to contact their healthcare provider for assessment and testing.

Any individual who has been alerted that they have come into close or proximate contact with a person with COVID-19 must report said information to the school nurse immediately.

Immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

II) Positive Student Symptoms

Students needing to be sent home because of a positive screen in the school setting by Remsen's nursing staff, must be immediately separated from other students and supervised until picked up.

The school nurse will provide education, information, social emotional support through verbal communication, CDC handouts, referrals to HCP and the NYSDOH and OCHD hotline numbers as well as the following;

- 1) Immediately isolate the individual in the designated isolation room, assuring that the individual and supervising staff have required PPE. *Multiple students suspected of COVID-19 may be in the same isolation room if they can be separated by at least six feet.

High School Isolation Room – Room 207

Elementary Isolation Room – Elementary Office Conference Room

- 2) Reassure individual based on age and developmental level
- 3) Provide appropriate nursing care based on assessment and needs
- 4) Communicate all findings and plan of care with parents/guardians
- 5) Educate individual and/or parent/guardian, or significant other, the importance of self-monitoring, possible quarantining, COVID-19 testing, and the importance of communicating with their HCP
- 6) Communicate with COVID-19 Safety Officer
- 7) School Nurse will report to OCHD if necessary
- 8) School Nurse will begin contact tracing measures with the assistance of OCHD if necessary

The Building School Nurse must immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

III) CUSTODIAL STAFF (WEARING REQUIRED PPE) MUST BE CALLED TO CLEAN AND DISINFECT ISOLATION ROOM ONCE INDIVIDUAL IS TAKEN HOME

Following a suspected or confirmed COVID-19 Case, cleaning and disinfection of exposed areas is required, following CDC guidelines on “Cleaning and Disinfecting Your Facility”.

Close off areas used by the sick person until cleaning and disinfecting have occurred.

Open outside windows to increase air circulation in the area.

Clean and Disinfect all areas used by the person suspected or confirmed to have COVID-19.

IV) Contact Tracing

Renssen Nurses will notify the state and local health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. Likewise, the Department of Health will notify school nurses upon being informed of the same. Renssen Central School will support local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program and by keeping accurate attendance records for students and staff, ensuring student schedules are up to date, and keeping a log of any visitors which includes date, time and where in the school they visited. **SCHOOLS ARE NOT REQUIRED TO HAVE STAFF TAKE THE CONTACT TRACING PROGRAM.** Confidentiality must be maintained as required by federal and state law and regulations.

V) Return to School

Renssen must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person is not diagnosed by a healthcare provider with COVID-19 they can return to school: Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;

If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school until:

It has been at least ten days since the individual first had symptoms;

It has been at least three days since the individual has had a fever (without using fever reducing medicine); and

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

Return to school must be coordinated with the local health department.

School nurses in consultation with the Department of Health and RCS administration will determine when individuals who screened positive for COVID-19 symptoms can return to the in-person learning environment.

DOCUMENTATION FROM A HEALTH CARE PROVIDER EVALUATION, NEGATIVE COVID-19 TESTING, AND SYMPTOM RESOLUTION, OR IF COVID-19 POSITIVE, RELEASE FROM ISOLATION WILL ALSO BE REQUIRED TO BE GIVEN TO THE SCHOOL NURSE.

VI) School Closures

Remsen Central School Administration and School Nurses will collaborate with the local health department when considering decisions regarding the closing of school due to COVID-19 cases increasing beyond an acceptable level.

High-Risk/Vulnerable Populations

I) Vulnerable Populations

The school nurses of the Remsen Central School district will compile and maintain a susceptible list of students and staff that have underlying health conditions that may put them at higher risk for COVID-19. Remsen Central School will work to help provide additional support and protection to high-risk students and staff while at school.

Students

The health offices in both the elementary and high school will have open communication with parents and students so that they may make informed decisions with the help of their HCP whether they should attend school. If individuals with underlying health conditions are attending

school and a report of a positive COVID-19 test is received, or exposure may be a possibility through contact tracing, these individuals will be contacted so that they may remain home.

Staff

Staff members with medical conditions that prevent them from returning to work during this pandemic must provide the school nurse with documentation from their health care provider that states they must be on medical leave from their position with dates of the necessary leave. Such leave will follow the State and Federal regulations pertaining to same.

Underlying Health Conditions

Underlying health conditions from the CDC as of 7/17/2020 are;

People of any age with the following conditions are at increased risk of severe illness from COVID-19;

[Cancer](#)

[Chronic kidney disease](#)

[COPD \(chronic obstructive pulmonary disease\)](#)

[Immunocompromised state \(weakened immune system\) from solid organ transplant](#)

[Obesity \(body mass index \[BMI\] of 30 or higher\)](#)

[Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)

[Sickle cell disease](#)

[Type 2 diabetes mellitus](#)

II) Asthma and Respiratory Treatments in School

Symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath. Therefore, students experiencing acute asthma attacks should not be attending school without approval by a healthcare provider.

RESPIRATORY TREATMENTS IN SCHOOL

Based on CDC guidelines during the current pandemic, school nursing staff of Remsen Central School will request all students who have asthma, and require medication at school to strictly use metered dose inhalers preferably with disposable mouthpieces and/or spacers. If signs and symptoms of an acute asthma episode starts at school, a student may need a bronchodilator treatment before returning to class, being sent home, or before an ambulance arrives. For the administration of a bronchodilator medication via nebulizer the school nurse will;

Don required PPE to include; gloves, N95 mask, may apply surgical mask over N95 for higher risk healthcare workers, and eye protection.

Assure that the student and nurse are the only ones in the room.*

Wash hands/have student wash hands or use alcohol based hand sanitizer

Take history of current symptoms

Take vital signs including temperature to ensure student is not febrile

Complete full assessment checking oxygen saturation as needed based on signs and symptoms

Prepare nebulizer and medication according to the student's asthma action plan

Administer medication via nebulizer as ordered by HCP

Upon completion of treatment, reassess respiratory status (The use of a peak flow meter will be at the discretion of the school nurse if its use does not typically induce cough.)

The student will return to class after washing/sanitizing hands again, wait for parent or guardian pick-up, or transport via EMS if indicated.

Following the nebulizer treatment, the school nurse will;

Allow the room to be left unoccupied for any droplets to settle for a minimum of ½ hr.

The nebulizer equipment and room will undergo routine cleaning and disinfection per NYSDOH and CDC guidelines.

The nurse will wash the mouthpiece in hot soapy water and allow it to air dry.

Doff PPE

* At the H.S. level, if the student is trained and can self-administer their medication, based on age and level of maturity, the school nurse may step out of the room while the nebulizer treatment is administered until complete. Use of the isolation room for this purpose is acceptable when no-one is being isolated for COVID-19 symptoms, allowing the health office to remain a clean environment.

III) Multisystem Inflammatory Syndrome

Upon the school nurse's assessment of an ill student in the school setting, if findings indicate signs and symptoms of MIS-C (Multisystem inflammatory syndrome in children associated with COVID-19), the school nurse will;

Isolate the student in designated isolation areas of the elementary school or H.S. buildings

Contact the student's parent/guardian immediately and refer to the student's HCP for evaluation and treatment as soon as possible

Provide care and comfort to the child in isolation with appropriate supervision

Provide family with information regarding MIS-C as needed and if appropriate

Give social emotional support to the student and family

Document all assessment data, plans, and outcomes in the student's healthcare record

Keep open line of communication with family, HCP in compliance with FERPPA, and HIPPA regulations

Report any positive diagnosis or possible exposure to COVID-19 Safety Officer and NYSDOH/OCHD as required

Symptoms of MIS-C

Fever

Abdominal pain

Vomiting

Diarrhea

Neck pain

Rash

Bloodshot eyes

Feeling extra tired

Inform parents that they should seek emergency care right away if their student is showing any of these emergency warning signs of MIS-C or other concerning signs:

Trouble breathing

Pain or pressure in the chest that does not go away

New confusion

Inability to wake or stay awake

Bluish lips or face
Severe abdominal pain

Signage and Floor Markings

I) Signage throughout all buildings will remind individuals to:

- stay home if they feel sick
- cover their nose and mouth with an acceptable face covering
- adhere to social distancing instructions
- report symptoms of, or exposure to, COVID-19
- follow hand and respiratory hygiene
- follow cleaning and disinfection guidelines
- floor markings to encourage single rest room usage
- floor markings, arrows, and other signage to help direct traffic flow and assist with social distancing safety.

Ventilation/Facilities

I) Ventilation Regulations

Remsen Central School will continue to meet or exceed minimum ventilation requirements

II) Additional Ventilation

Windows should be opened whenever possible to increase air circulation

Bus roof-top vents and windows should be opened whenever possible

III) Remsen Central School ensures compliance with all NYSED Mandatory Facilities Assurances.

Emergency Drills

I) Bus Drills

Bus Drills are still required by law and must be conducted. Staff will ensure health and safety procedures are followed when assisting students during bus drills.

II) Fire/Evacuation Drills and Lockdown Drills

Schools must conduct 8 evacuation drills and 4 lockdown drills each school year.

Students must be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety.

If Remsen is operating in a “hybrid” in-person model, students in all rotations should participate in drills while they are in attendance in-person.

III) Drill Modifications Due to COVID-19

Students will be required to maintain social distancing during a lockdown drill. Therefore, hiding/sheltering will not be possible. Instead, staff should provide an overview of how to shelter or hide in the classroom during the drill.

During a fire/evacuation drill, classroom evacuations will stagger to ensure proper social distancing when possible.

Additional Transportation Information

I) Bus Changes

Parents/Guardians must provide written notice to the office if they need their child to ride a different bus. Written notices to change buses will not be accepted after 10:00 AM unless emergency circumstances exist as Remsen must be able to ensure social distancing requirements on all bus runs.

II) Parents Committed to Transporting Students

Parents committed to transporting students to and from school must inform the office as soon as possible if said commitment is no longer possible.

School Meals

I) Child Nutrition

Remsen Central School ensures compliance with the Child Nutrition Program requirements through OHM BOCES Food Service. All students enrolled in the SFA will be provided with meals during in-person and remote instruction. Our Food Service team will all required measures to help protect students with food allergies if providing meals in spaces outside of the cafeteria.

II) Breakfast and Lunch

Breakfast and lunch will be available to all students. At this point in time, we are unsure if the waivers that currently allow all children 18 and younger to eat for free will continue into the next school year. This piece of information will drastically impact our distribution of meals plan.

III) Everyone In-Person Meals

Breakfast will be “grab and go” in both buildings. Students will report to their classroom or to designated eating areas while ensuring appropriate social distancing.

Lunch will be delivered to classrooms in the elementary. Lunch in the high school will be distributed in designated eating areas **or** students will pick up meals in the kitchen and bring them to designated eating areas while maintaining appropriate social distancing.

IV) Hybrid Learning Meals

Meals for students in school will be distributed as described under “in-person meals”. Meals for at least free and reduced meal students learning at home on a given day during a hybrid instruction model will have meals delivered **or** will pick up the next day’s meals before leaving school on the day they are “in-person”.

V) Fully Remote Learning

Meals will be delivered to students. The schedule for days and times will be decided as more information becomes available regarding the current waivers.

VI) In-Person Eating, Hygiene, and Cleaning

All staff and students must wash their hands or use hand sanitizer before and after eating. Hand sanitizer stations have been installed in all classrooms and designated areas to ensure easy access to hand sanitizing stations before and after meals. Educational Posters and Reminders will be posted throughout the buildings, including designated eating areas.

If designated eating areas are used, cleaning and disinfecting must be performed before the next group of students enters the area.

V) Meal Program Communication

Communication via Schoolmessenger calls, web page and social media postings, emails, and letters will inform and remind parents of all meal information.

VI) Staff Meals

It is important for all staff to ensure appropriate social distancing when eating their lunch.

School Schedules

Schools Must Develop Plans for Three Scenarios Listed Below

I) 100% In-Person Instruction

All students return to in-person instruction.

II) Hybrid Instruction

In-person instruction combined with remote/distance learning hybrid schedule.

III) Remote/Virtual Instruction

All students learn virtually/remotely.

School Doors Open for Students

School Doors Open with Screeners in Place at 7:20 AM

Students will be allowed to get dropped off at their respective building as early as 7:20 AM each day. There will be safe, socially-distanced areas for students to sit if they are dropped off at this time.

Screeners will be in position by 7:15 AM each day to ensure that they are ready to begin screening students at 7:20 AM

Elementary Schedule Plans

Elementary (K-6) → 100% Full In-Person Instruction with Modifications

CURRENT PLAN FOR START OF SCHOOL YEAR

Overview

All students would come to school every day for the full school day

Students would be cohorted in their classrooms with limited exposure to any other grade levels throughout the day.

Essentials, lunch, recess, etc. would be brought to students in their homerooms

- Allows for all students to receive an all-day every day in-person education
- Schedule could be kept somewhat “normal”
- Larger classroom sizes would be divided into learning groups with the goal of fifteen or less students in a classroom at one time.
- Essentials, lunch, recess, etc. for larger class sizes would be brought to students in the “extra” learning space

Remote Instruction Accommodations for Medically High-Risk Students

Any parent may choose to keep their child home for health reasons or because they are not comfortable with their child being in school during this pandemic.

The classroom teacher must provide students that do not come to school with an equitable education remotely

Attendance for these students must be recorded daily and a check in must take place daily

Because of this, every teacher will have to have an online classroom on the Buzz Learning Management Platform

Elementary Hybrid Instruction Schedule

(Monday/Thursday Group and Tuesday/Friday Group with Alternating Wednesdays)

This plan is a back-up that will only be used if needed

Overview

Students would be broken into two "equal" groups based on alphabet, household, bus routes, classes etc. (Group A and B, or Rams and Dragons, etc.)

Students would come for full days on the days that they were scheduled to come

The schedule could run close to normal due to the reduced number of students

Students would be socially distanced in their classrooms

Group A = Mondays, Thursdays, and Alternating Wednesdays

Group B = Tuesdays, Fridays, and Alternating Wednesdays

Elementary Hybrid Sample Schedule

Cycle Day	1	2	3	4	5	6	1	2
Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
Student Group	Group A	Group B	Group A	Group A	Group B	Group A	Group B	Group B

Remote Instruction Accommodations for Medically High-Risk Students

Any parent may choose to keep their child home for health reasons or because they are not comfortable with their child being in school (this can change as the parent desires)

Attendance for these students must be recorded daily and a check in must take place daily

Because of this, every teacher will have to have an online classroom on the Buzz Learning Management Platform

Elementary → Full Virtual/Remote Learning

This plan is a back-up that will only be used if needed

Overview

All students would engage in at home learning

The Buzz Learning Management System would be the primary tool used to organize remote learning

Students that need a device in the elementary would be provided with one

Elementary Full Remote Sample Schedule

<u>Required Remote Learning Schedule</u>		
Time	Live Instructional Block	Tutoring, Feedback, Check-Ins, Attendance, etc.
7:55 AM - 10:55 AM	PK - 3	4 - 6
10:55 AM - 11:25 AM	Lunch	Lunch
11:25 AM – 2:25 PM	4 - 6	PK - 3
<p>Teachers would have flexibility in when they taught within their blocks and would use the rest of the time to check in with students, prepare and upload online content, grade assignments, and report attendance. Live sessions would be recorded and made available within Buzz classrooms for asynchronous learning for those that cannot connect live. (More detail including specials and intervention options would be made available to teachers)</p>		

<u>Grade Level Remote Learning Expectations</u>			
Grade Levels	Instructional Time	Independent/Practice Time	Total School Time
PK-1	30 - 60 minutes of live or recorded instruction will be made available each school day	30 - 45 minutes of independent/practice work will be required each school day	90 minutes at most per school day
2-3	60 - 120 minutes of live and/or recorded instruction will be made available each school day	30 - 60 minutes of independent/practice work will be required each school day	150 minutes at most per school day
4-6	120 - 180 minutes of live and/or recorded instruction will be made available each school day	45 - 90 minutes of independent/practice work will be required each school day	210 minutes at most per school day

High School Schedule Plans

High School → Hybrid Instruction 50% Two Days In-Person and Two Days Remote Cycle **CURRENT PLAN FOR START OF SCHOOL YEAR**

Overview

Students are split into two groups (A and B), with the goal that families stay together, but classes and bus runs are split in half. Each group alternates two days. If a family voices they are not sending a child at all, they will be assigned to group A, with the expectation they join their classes on the day they are assigned via Zoom, Google Meet, etc. Half the kids come 2 days, then they are given a task or assignment to complete on their at-home days, engaging remotely. They count as attendance, if they complete the task(s)/engage remotely as tracked by our learning management system. On their in-person days, they count for attendance if in school (or join virtually if medically at home). The other students come the next two days, the same lesson is presented, then they complete their task/remote engagement during the at-home days. Teachers will need to be prepared for their A groups to include the kids who are at-home and not coming to school at all.

Splits the building into two cohorts of about 100 each

Allows the bus run to be split in half to accommodate 1 student per seat

Allows classes to have half the numbers, so 6' may be maintained

Fewer kids in the halls, lunch, breakfast, dismissal, entry - to allow more spacing

Cycle Day	1	2	3	4	5	6	1	2
Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
Student Group In-Person	Group A	Group A	Group B	Group B	Group A	Group A	Group B	Group B

HS Hybrid Sample Schedule

Continuous rotation of two days in-person, two days remote learning.

Remote Instruction Accommodations for Medically High-Risk Students

Remote students will follow group A's schedule

High School Grades 7-12 → 100% Full In-Person Instruction

Not Possible At This Time

Overview

This is not possible with the current safety requirements, DOH and NYSED guidance.

Schedule

Regular schedule

Remote Instruction Accommodations for Medically High-Risk Students

Students would participate virtually in all classes, following the regular schedule.

High School → Full Virtual/Remote Learning

This plan is a back-up that will be used only if needed

Overview

No students allowed in school. All students learning remotely each day.

Time	Period
7:50 AM – 10:50 AM	1:1, Tutoring, Small Groups, Review Sessions, Interactions with Students/Families
10:50 AM – 11:20 AM	Lunch
11:24 AM – 11:45 AM	Period 1
11:47 AM – 12:08 PM	Period 2
12:10 PM – 12:31 PM	Period 3
12:33 PM – 12:54 PM	Period 4
12:56 PM – 1:17 PM	Period 5 and Period 6
1:19 PM – 1:40 PM	Period 7
1:42 PM – 2:03 PM	Period 8
2:05 PM – 2:26 PM	Period 9

HS Full Remote Sample Schedule

UPK

I) Schedule

Full In-Person (All UPK Students All Day)

With the current NYS DOH and NYSED safety requirements and regulations, it is currently not possible for 100% of our UPK students to attend in person.

Hybrid Model

50% of our UPK students would attend our program in the morning and the other 50% of our UPK students would attend our program in the afternoon.

Full Virtual/Remote Learning

100% of our UPK students would attend our program virtually. Students would engage in remote learning activities and tasks each day.

II) Transportation

Parents must provide transportation to and from Pre-K for their child each day.

SCHOOL TRANSPORTATION FOR PRE-K STUDENTS WILL NOT BE PROVIDED FOR THE 2020-2021 SCHOOL YEAR

Attendance

Attendance records will be maintained for all students whether they are in the classroom or connected remotely from home. The following will take place daily:

- Every teacher will record attendance daily on Schoology whether instruction is delivered in school or remotely.
- School will make a phone call home to check in with students not logged in or virtually present.
- Attendance will be analyzed weekly and respective teams will work with students, families, and the Social Emotional team to avoid potential chronic absenteeism.

I) In-Person Attendance

Attendance at both buildings will be taken as per normal operation procedures.

II) Hybrid Attendance

Attendance at both buildings will be taken as per normal operation procedures for students in-person. Remote learners' attendance will also be taken once remote learners have signed on and engaged in learning activities.

III) Remote/Virtual Attendance

Attendance at the elementary building will be taken virtually by the grade level teacher each day. Attendance at the high school building will be taken virtually by each course teacher daily.

IV) Chronic Absenteeism

Remsen Central School teachers, counselors, social worker, and other staff will proactively reach out to students and families via phone calls, emails, and virtual sessions if regular attendance and student engagement are not occurring before falling behind in school.

Remsen will collaborate with DSS prior to initializing Educational Neglect or PINS processes.

Technology and Connectivity

I) Devices

RCS conducted a parent/student survey to determine level of access to devices.

All students in grades 7-12 will be provided with a Chromebook for the 2020-2021 school year. Elementary parents who indicated lack of a device for their elementary student will be provided one for remote learning scenarios.

II) Internet

RCS conducted a parent/student survey to determine level of access to high speed internet.

Remsen Central School will work with parents/students without internet access to the extent practicable.

III) Learning Remotely

RCS understands that it is essential to provide multiple methods for students to participate in learning and to demonstrate mastery of Learning Standards in a remote learning model.

IV) Technology Support

RCS and BOCES staff will provide instruction and support for students, teachers, and families.

V) Learning Management System

BUZZ

All Remsen Teachers will be trained in the use of BUZZ as the electronic learning platform for students.

Teaching and Learning

I) Continuity of Learning

Remsen ensures a continuity of learning plan for the 2020-2021 school year based upon the aforementioned scheduling scenarios.

II) NYS Learning Standards

Instruction will be aligned with the New York State Learning Standards.

III) Equitable Instruction

Instruction will be developed to provide opportunities for learning that are accessible to all students. Remote learning will be aligned with the NYS Learning Standards.

IV) Teaching, Learning, and Support

Instruction will include substantive interaction with the teacher regardless of the delivery method.

Routine times for student interaction, feedback, and support will be scheduled.

V) CTE, CDOS, Work-Based Learning

Remsen Central School will utilize remote/virtual work-based learning experiences when appropriate and applicable for CTE and CDOS programs.

VI) Communication

Remsen teachers and staff will regularly communicate to students and parents, encouraging them to contact teachers and staff with any questions regarding their child's learning.

Special Education

I) Planning

Remsen CSD created a task force of educators and related school staff including; administrative team, special education director, teachers, special education teachers, school psychologist, school nurses, transportation coordinator, head custodian as well as local union representatives to develop the reopening plan for the Remsen CSD. The special education population was well planned for by this team with input from the CSE Chairperson, school psychologist and the school nurses. The educational needs of special education students were continually discussed during planning of all portions of the reopening plan to address the continuity of learning for the students with unique needs in all three models planned (in-person, hybrid and virtual). In addition, students with homeless designations, students who have been alternatively placed and students with 504 plans or IEPs were all included in planning meetings by the Remsen CSD task force as well as building level meetings and special education department meetings.

II) Continuity of Learning for CSE and 504 Students

The Remsen CSE Chairperson has been actively involved in the development of Remsen CSD reopening plan. The Remsen Special Education Department under the direction of the Remsen CSE Chairperson will meet with small groups of special education providers to create individual student continuity of learning plans for all CSE identified and 504 identified students. All teachers, counselors, nurses, teaching assistants, special education teachers, and our school psychologist will work together to ensure that plans are in place for each support staff member for our students with unique needs (IEP, Social/Emotional). For our high needs students an individual plan will be put in place with our special education and social and emotional teams. These plans will indicate the adjustments to delivery of IEPs or 504 plans necessary if school must use a hybrid or virtual learning model.

III) Prioritization

The following factors will be used to determine prioritization of students with special needs in all developed plans (in-person, hybrid and virtual): student's developmental stage, cognitive functioning, access to technology as well as any behavioral or social/emotional factors. These planning meetings will be followed up by recurring Special Education Team meetings to continuously plan and move seamlessly from in-person, hybrid and virtual instructional plans all designed to meet unique student needs. Smaller break out meetings will be held by Special Education Providers to determine unique, individual learning plans for at risk students and for all CSE identified students in consideration of the method of instructional delivery (in-person, hybrid or virtual). Lists of student needs will be indicated and the responsibilities will be delegated for routine check-ins and supports for these students. Each identified student has a designated case manager who provides the immediate oversight of delivery of programs and services determined by the Special Education team. Documentation methods and continued monitoring have been and will continue to be provided by the CSE Chairperson. Students who have needs that may impact their ability to follow any of the Remsen CSD reopening plans as indicated within this plan will have the accommodations they require to the plan clearly documented within the individual student's learning plan which will be shared with all educational providers of that student. Parents/ Guardians will be involved in these decisions and informed of adjustments. CSE Meetings will be conducted whenever necessary using virtual meeting protocols.

Bilingual and World Languages

Remsen Central School will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-2020, 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 with required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

All communication will be translated to parents/guardians in their preferred language and in their preferred mode of communication (written and spoken).

Remsen Central School will ensure that all required instructional Units of Study are provided to all ELLs based on their most recently measured English language proficiency level during in-person and hybrid instruction. The task force also discussed the need to potentially develop prioritization of educational delivery for ELL students who may enroll at Remsen CSD during the upcoming school year.

Social Emotional Well-Being

The Remsen CSD task force has ensured that the district has a comprehensive developmental school counseling plan, developed under the direction of our certified school counselor, and frequently reviewed. The Remsen CSD has highly effective, operational Social Emotional Teams at both buildings.

Students have not been in school since the middle of March. As such, professional development opportunities will be provided to faculty and staff regarding best practices to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as proved supports for developing coping and resilience skills for students, faculty, and staff.

Our social emotional teams will develop plans and provide resources and referrals to address mental health, behavioral, and emotional support services and programs. The plan will include instruction and training for staff on how to communicate and support students during and after the ongoing COVID-19 public health emergency.

The Elementary Social Emotional Team includes, but is not limited to, the elementary principal and parent, school counselor, school social worker and parent, school psychologist, CSE director, and parent, school nurse, our United Way family school navigator and any additional teachers and staff.

The High School Social Emotional Team includes, but is not limited to, the high school principal, school counselor, school social worker and parent, school psychologist, CSE director, and parent, school nurse, and any additional teachers and staff.

Professional learning will focus on the five competencies of social-emotional wellness including self-awareness, self-management, social awareness, relationship skills and responsible decision making. Strategies to develop the necessary coping and resilience skills for students will be supported through focused SEL instruction that students will receive by the counseling staff and classroom teachers. Additional supports targeted to faculty and staff will be implemented through the same methods identified above. Information and demonstrations may include

resources from the BOCES PPD Office, the BOCES Safety Office and/ or SafeSchools in addition to other social emotional resources.

The Social Emotional teams will meet to determine designated resources and training opportunities as well as implementation of social emotional plans developed.

Teacher and Principal Evaluation System

Pursuant to Education Law 3012-d, all Remsen Central School teachers and principals will be evaluated under the currently approved APPR plan and current regulations, including any variance applications approved by the Department.

Certification

All teachers at Remsen Central School will hold valid and appropriate certificates for their teaching assignments except as where otherwise allowable under the Commissioner's regulations or Education Law.

Extra-Curricular Activities

I) Athletics

Fall Sports are currently postponed until September 21st. Remsen Central School will adhere to all requirements and regulations to ensure the health and safety of our students and coaches.

II) Clubs

Any extra-curricular clubs must adhere to all NYSED and NYSDOH guidelines in addition to this Reopening Plan.



Soar to Success