



# **Belfast Central Reopening Plan**

## **August 9, 2021**

1 King St.  
Belfast, NY 14711

Wendy S. Butler Ed.D., Superintendent

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## Acknowledgements

Dedicated members of the Belfast Central staff served as contributors to the Belfast Central Reopening Plan. Many thanks for their expertise and dedication not only to the outstanding educational experience of our students, faculty, and staff, but also for making the health and safety of our education community their top priority during the COVID-19 global pandemic. The Reopening Planning Committee members represented the diversity of our large organization, including members from each of our collective bargaining units, parents, faculty, staff, and administration.

### **Belfast Central COVID-19 Reopening Planning Committee Members**

- ▶ Wendy Butler Ed.D., Superintendent
- ▶ Jessica Hess, PK-4 Principal/ Director of Special Education
- ▶ Rick Bull, 5-12 Principal
- ▶ Teresa Heaney, Guidance Counselor
- ▶ Rob Morgan, Director of Technology
- ▶ Mary Enders, Cafeteria Manager
- ▶ Jim Schneider, Supervisor Transportation/ Buildings and Grounds
- ▶ Bob Lingenfelter, Business Manager
- ▶ Sandy Miller, Teacher/ Parent
- ▶ Jessica Romance, Teacher
- ▶ Wanda Weaver, Teacher
- ▶ Lisa Denning, Teacher/ Parent
- ▶ Deb Borden, Teacher/ Parent
- ▶ Elizabeth Austin, Teacher
- ▶ Mary Paulsen, Teacher/ BTA Co-President
- ▶ Mary Guilford, Teacher/ Parent
- ▶ Brandi Mahon, Teacher/ Parent
- ▶ MaryBeth Arnold, Teacher
- ▶ Kim Stack, Teacher
- ▶ Aran Heaney, Teacher/ Parent
- ▶ Laura Brace, Teacher
- ▶ Carolyn Burr, Teacher
- ▶ Jessica Grottanelli, Teacher
- ▶ Cindy Struckmann, Teacher/ Parent
- ▶ JD Struckmann, Teacher/ Parent
- ▶ Bonnie Barber, Teacher
- ▶ Jane Foster, Home to School Coordinator

## **Introduction**

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks, school looked different than it ever had before and the last days of school culminated with teachers and students giving their summer farewells via video conference rather than waving to each other from buses.

As we look to enter the 2021-2022 school year, educators find themselves once again having to plan for the possibilities of face-to-face learning, remote learning, and blended learning all at the same time. The purpose of this plan is to offer some certainty during uncertainty.

This plan was developed by engaging a cross-section of stakeholders from departments as well as from each of our employee groups. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools During the COVID-19 Public Health Emergency.

The following plan is Belfast Central School's response to our employees, customers, and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world context. Provided herein are Belfast Central protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for In-Person Instruction; Plan for Remote Instruction; Plan for Monitoring and Tracking Health Conditions; Plan for Containment; Plan for Closure; and Training for Our Staff.

## **Belfast Central Practices and Expectations of Faculty, Staff, Students, and Visitors**

The health and safety of our faculty, staff, students, and visitors to Belfast Central School is our top priority. We believe Belfast Central plays a key role in educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While Belfast Central will perform increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our facilities and events will be expected to participate in order to keep everyone as safe as possible; social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities.

### **Designated COVID-19 Roles/ Personnel**

- ❖ COVID-19 Safety Coordinator: Superintendent
- ❖ COVID-19 Resource Person- School Nurse
- ❖ COVID-19 Screening Data Collection Person- Office Support

### **Communication of Belfast Central School's Re-opening Plan**

- ❖ Belfast Central School's re-opening plans will be distributed to families throughout the District in multiple formats to increase access to the information.
  - Belfast Central School's re-opening plans will be posted on the District's webpage and Facebook page.
  - A written, condensed version of the plan was mailed to students' homes.
  - Belfast Central School's re-opening plans will be translated for any student/ family for whom English is not their first language.

## **Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 11)**

- ❖ To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within Belfast Central facilities will practice social distancing expectations:
  - All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
  - All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
  - Ensure **3** feet distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance.
    - Any time personnel are less than **3** feet apart from one another face coverings must be worn.
    - Fire resistant barriers will be obtained for tables and desks to separate and protect students during in-person instruction.
  - Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
    - If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
  - Post social distancing markers are posted throughout our facilities.
  - Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
  - All other deliveries will be received through our main entrance and follow screening and safety protocols of visitors.
- ❖ All faculty and staff will be directed to deliver instruction in a manner that allows all faculty and students to strictly adhere to “**Practices and Expectations for Social Distancing for Faculty, Staff, Students, and Visitors**”.
  - Movement within classrooms will be limited as much as possible. To the extent possible, student interactions with one another will remain consistent.
- ❖ All faculty and staff should immediately communicate with their supervisor with questions or concerns.

## **Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors (SED Assurance: Health and Safety 13)**

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements:

- ❖ All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
- ❖ Face coverings must be worn when social distancing is difficult or impossible to practice.
  - Students and staff must wear face coverings at all times in BCS hallways and open areas.
  - Students and staff may remove face coverings during instruction when they can be **three** feet apart or have a barrier between people.
  - Students and staff may remove face coverings if they are seated and while eating meals.
    - The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis or by an IEP.
  - BCS staff must frequently provide mask breaks to students, but only do so when social distancing can be practiced or when everyone in the classroom is seated or stationary.

- Visitors are required to wear face coverings at all times, unless otherwise instructed by a Belfast Central district level staff member.
- ❖ Belfast Central will provide employees and students with an acceptable face covering at no-cost and have an adequate supply of coverings in case of replacement.
- ❖ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- ❖ Training will be provided to all staff members and students on the proper use of face coverings including:
  - How to appropriately wear face covering
  - How to put on/remove face covering
  - How to properly remove a face covering
  - Proper care of face coverings
- ❖ When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.

### **Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors**

To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements at Belfast Central, all faculty, staff, students, and visitors must:

- ❖ Follow all posted signage about hygiene and cleaning practices and expectations (*SED Assurance: Health and Safety 10*) on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
- ❖ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
- ❖ Provide and maintain hand hygiene stations for personnel, including
  - hand washing with soap, water, and paper towels, or
  - an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
- ❖ Provide teachers and therapists with student safe cleaning products to clean room surfaces throughout the day.
- ❖ Participate in training to promote healthy hygiene practices. Training will include, but is not limited to:
  - Social distancing
  - Proper hand washing techniques
  - Use of hand sanitizer
  - Respiratory etiquette, including covering coughs and sneezes
  - Proper use of face coverings
  - Encourage staff to stay home when sick
- ❖ Require that hand washing take place before and after consuming food (*SED Assurance: Child Nutrition 4*).

**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors (*SED Assurance: Health and Safety 5, 8*)--- Per CDC Guidance, daily health screenings are no longer required**

## Belfast Central Plan for In-person Instruction

At the heart of the reopening of Belfast Central for in-person instruction are faculty, staff, and student safety while providing a quality learning experience for our students. All Belfast Central classes will ensure that applicable New York State Learning Standards will be met when the Plan for In-Person Instruction is implemented.

- ❖ BCS instruction will be delivered in-person, five days a week for all students, adhering to current CDC, NYS and DOH guidelines for in-person instruction.
  - ❖ School will be in-session 8:05-3:08 every day.
- ❖ Seating arrangements, and labs/shop spaces will be analyzed and adjusted to meet social distancing guidelines.
  - ❖ When social distancing cannot be followed overflow spaces will be utilized.
- ❖ Belfast Central special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. Belfast Central considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. Belfast Central administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.
- ❖ **FAPE** (*SED Assurance: Special Education 1*)
  - ❖ Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP's will be implemented. If necessary, a request to convene a CSE meeting will be made to the student's home district.
- ❖ **Parent Engagement** (*SED Assurance: Special Education 3*)
  - ❖ Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support.
- ❖ **Collaboration with CSE on IEP Implementation** (*SED Assurance: Special Education 4*)
  - ❖ Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.
- ❖ **Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology** (*SED Assurance: Special Education 5*)
  - ❖ Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE. These services will be provided in general education or special education classes as indicated on a student's IEP.
- ❖ All non-teaching environments (Central Office; Business Office; Technical Services; Facilities and Maintenance) are currently open with little to no accommodations needed. These offices have been operating under Phase 2 guidance for office spaces.

## Belfast Central Plan for Remote Learning

- ❖ Remote learning will be implemented based on immediate response to COVID-19 polices issued by DOH, NYSED, and governor of NYS.



- ❖ The Belfast Central School Plan for Remote Learning will be implemented in the event of a program or location closure.
- ❖ BCS teachers will provide remote instruction from their classrooms in the event of a closure, unless prohibited by the DOH.
  - Curriculum content will be made available primarily through SeeSaw, Flipgrid, and Microsoft Teams.
  - Curriculum will be broken into weekly modules with student submittal requirements.
  - Work/activity list will be provided for an “at a glance” visual aid for student organization of work.
- ❖ Teachers and students will follow their normal course schedule in the event of a closure.
  - Students will carry instructional materials, including a District assigned iPad, to all classrooms and home to ensure they have access to all materials in the event the school is closed and completely remote instruction must be followed.
- ❖ Technology and Access, or an alternate method to receive instruction will be provided to students.
  - In the event that a student/ family does not have access to the Internet at home, BCS has installed Internet access points throughout the District to increase access to families.
  - BCS has also secured hotspots that can be provided to homes without Internet access.
  - If students do not have transportation to access points, BCS will provide paper copies of instructional materials to students.
- ❖ Grades will be entered into Power School on a weekly basis.
- ❖ **Exceptional Education:**
  - Office 365/Microsoft Teams will be utilized. Appropriate staff will be trained in Microsoft Teams. Additional programs may also be utilized.
  - Teachers, counselors, and related service providers will do daily check-ins.
  - **FAPE** (*SED Assurance: Special Education 1*)
    - Students programs will be individualized to meet their needs. To the greatest extent possible, student IEP’s will be implemented. If necessary, a request to convene a CSE meeting will be made to the student’s home district.
  - **Parent Engagement** (*SED Assurance: Special Education 3*)
    - Parents will receive notification of the model being utilized to provide instruction. Parents will be regularly contacted by classroom staff. If parent participation difficulties arise, school social workers will provide additional support.
  - **Collaboration with CSE on IEP Implementation** (*SED Assurance: Special Education 4*)
    - Continued collaboration with district CSE and CPSE will occur. Cross service meetings will take place.
  - **Necessary Accommodations, Modifications, Supplementary Aids and Services, and Technology** (*SED Assurance: Special Education 5*)
    - Students that require accommodation, modifications, supplementary aides and services and technology that is currently not on their IEP, will be referred back the CSE.
    - These services will be provided in general education or special education classes as indicated on a student’s IEP.
    - A survey of internet access and availability of technology will be done.
    - These things will be provided, to the extent possible, to students lacking them.



## Complete Virtual Learning Requests

- ❖ The number one priority of the state and our schools is to have all students in school.
- ❖ There will not be a remote instruction option during the 21-22 school year, unless it becomes mandated.
  - The only exception would be if the school, a class, or students are quarantined, as a short-term solution.
  - iPads will continue to go home with students every day in the event of an unplanned shut down.

## Remote Learning Attendance (*SED Assurance: Attendance and Chronic Absenteeism 1*):

- ❖ Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via PowerSchool even while receiving instruction in a remote learning environment, according to SED guidance.
- ❖ All faculty and staff will **ensure substantive daily interaction** (daily remote instruction, online participation, phone calls, emails, or other activates) with students; and clearly communicating information about instructional plans with parents and guardians.
- ❖ All attendance policies will remain in place during remote learning.
- ❖ Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

## Technology: Determinations on technology use, platforms, expectations during remote learning.

- ❖ Belfast Central School provides an iPad for all students, teachers, and administrators in grades K-12.
  - BCS will conducted a survey of teachers and families about Internet connectivity at their home during August 2020, which is needed for hybrid and remote learning instruction. (*SED Assurance: Technology and Connectivity 1*)
- ❖ If the District must return to hybrid and remote instruction, BCS teachers will instruct from their classroom (unless prohibited by the DOH) so all teachers will be guaranteed access to the Internet to provide instruction.
- ❖ If the District must return to hybrid and remote instruction, students will be provided in-person instruction and will therefore have access to the District WIFI at least two days a week to upload and download instructional materials.
  - Students may be transported to the building on their remote learning days to upload and download instructional materials as needed to facilitate Internet connectivity.
- ❖ Belfast Central has increased access to the Internet in the community by installing remote WIFI access points in the District.
  - If a student needs to use the new Internet drops to upload and download instructional material, families can park in identified areas to connect to the Internet for the time it takes the student's device to sync. Please do not sit in the parking areas for longer than needed.

### Parking Areas:

Town of Caneadea- far side of the parking lot or across the street

Town of Belfast- across the street from the town building, by the park

Oramel Fire Dept.- along the side of the building by the mailbox, not in front of the building

### Internet Connection Information:

SSID: kajeet smartbus

Password: smartbus

- The Belfast Public Library also has free WIFI that students can access. The password is belfastlib.
- ❖ *(SED Assurance: Technology and Connectivity 2)*
- ❖ BCS also secured hotspots that can be distributed to families with limited to no Internet access.
  
- ❖ The following technology platforms will be used with students and parents to facilitate instruction during the 21-22 school year:
  - Grades PK-3: Flipgrid/ SeeSaw/ Zoom
  - Grades 4-12: Teams/ Zoom
- ❖ In the event that a student does not have access to the Internet during remote learning instructional times, students will be provided paper copies of instructional materials.
  - Paper copies of instructional materials will be distributed to specified students when meals are delivered during remote instruction.
  - *(SED Assurance: Technology and Connectivity 3)*

#### Students with Disabilities

- ❖ All students, including students with disabilities have been issued District iPads. Students with disabilities are receiving identified accommodations through the use of technology from District special education teachers. Special education teachers are providing services and instruction to students via Zoom, Teams, and e-mail to ensure students are receiving academic supports. Students are receiving therapy such as speech, OT, and counseling through individual meetings with therapists using Zoom.
- ❖ Integrated/ co-teaching special education teachers in the District collaborate with general education teachers to create weekly home learning experiences per the curriculum/instruction guidance in the priority standards.
- ❖ Students will receive resource room and consultant teacher services as outlined on IEPs. The content, instructional materials, and assignments are modified as required by each student's IEP. Students with disabilities have direct meetings using Teams and Zoom with special education teachers to receive direct support and accommodations for classroom assignments in all curricular areas.
- ❖ Resource room teachers continue to provide skills instruction utilizing technology as outlined on every student's IEP. If the student has limited access to WIFI (the district supplies devices to all students) the special education teachers have sent paper copies of academic tasks, including modified assignments, to the student's home and then called the student on the phone to provide direct support.
- ❖ Accommodations, modifications, and support/services that are being provided to students with disabilities are being provided to the greatest extent possible following the current SED guideline.
- ❖ Self-Contained special education teachers continue to develop differentiated lesson plans to meet the needs of every student with a disability on their caseload as required on students' IEPs. Special education teachers utilize Teams and Zoom to have direct contact with each student. The differentiated lessons continue to be at each student's instructional level and are aligned with their IEP goals. Accommodations, modifications, and support/services that are being provided to students with disabilities are being provided to the greatest extent possible following the current SED guideline.
- ❖ The Committee on Special Education will continue to have required meetings during any hybrid program or closure.

- Meetings are conducted with parents participating via a conference call or Zoom with the Chairperson, special education teacher, general education teacher, school psychologist, and student when age appropriate.

#### Homeless Students

- ❖ Belfast Central currently does not have any students identified as homeless.
- ❖ If any student becomes homeless during the closure, BCS will continue all instruction programming and services that were being provided before the student became homeless.
- ❖ The school counselor, home-to-school coordinator, and/or social worker will contact the student's family to determine current living situations and identify support services that the District can assist the family in acquiring to provide for consistent access to instructional programs. Additionally, the District home-to-school coordinator works with a local food bank to provide food to all families who are struggling during the closure through a weekly food giveaway at a church in the District.
- ❖ Because Belfast is a small, rural school district with a small student enrollment, we know our students and have good relationships with virtually all families. Our families generally feel comfortable contacting school personnel about needs in their homes so the District can support all needs, not just academic.

#### Alternatively Placed Students

- ❖ Any BCS students in alternative instructional settings receive all instruction and supports through Cattaraugus-Allegany BOCES programs, and our students will continue to receive instruction following BOCES' continuity of instruction plan if remote instruction is necessary.
- ❖ Teachers, principals, and program managers will contact BCS Principals and the superintendent about how students are progressing in their instruction and inform the District if a student has not kept up with instructional expectations.
- ❖ BCS will share the information with the parents of students in alternative placements to support communication.

#### **Extracurricular Activities:**

- ❖ Student events such as VEX Robotics, First Lego League, Scholastic Challenge will resume during the 21-22 school year and will be coordinated with CA BOCES to assess the safety of the events or modifications to allow the events to occur. If possible, these events will be offered in a digital format.
- ❖ Events may be offered only to students and coaches to minimize the density of population at the event locations.
- ❖ Athletic programs will resume normal schedules following the NYSPHAA Return to Play Guidance.
- ❖ Belfast Central will confer with the Allegany County Health Departments for assistance and guidance as decisions are made.

#### **Before and Aftercare Programs (*SED Assurance: Health and Safety 19*):**

- ❖ Belfast Central does not provide before and after care programs for students.
- ❖ BCS is working with our grant partners through Literacy West to continue an after school program under safe conditions for students and staff.
  - Social distancing must be adhered to if DOH guidance provides for an in-person program.
  - Kids Club and after school help will resume in the 21-22 school year.

## **Vulnerable Populations (*SED Assurance: Health and Safety 12*):**

- ❖ The unknown vulnerabilities of our faculty, staff, and students will be handled on a case-by-case basis with support from the CA BOCES Labor Relations department.
  - Accommodations, where appropriate, will be provided when and where needed.
  - Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their supervisor with questions and concerns, and/or to develop an accommodations plan.
- ❖ Belfast Central acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. Schools will need to make accommodations and be able to accommodate the needs of these students in the school community.

### **Persons in these groups should consult with their healthcare provider regarding prevention:**

- ❖ Individuals age 65 or older;
- ❖ Pregnant individuals;
- ❖ Individuals with underlying health conditions including, but not limited to:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - immunocompromised
  - severe obesity (body mass index [BMI] of 30 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease
  - sickle cell anemia
  - children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

### **Students with Special Needs:**

- ❖ Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As these students transition back to the school environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:
  - school health services personnel
  - special education personnel
  - pupil personnel services and
  - administration.
- ❖ Additional PPE for staff caring for such students will be provided on a case-by-case basis. Staffing assignments will be examined to provide the lowest teacher-to-student ratios possible.
- ❖ Portable plastic dividers may be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

### **English Language Learners:**

- ❖ Belfast Central receives ELL itinerant teacher services through CA BOCES for students requiring that support. ELL itinerant teachers follow protocols and procedures of the home district of each student where services are provided.

- ❖ Special PPE (i.e., clear face coverings/masks so that mouth and face structures can be seen, clear dividers between teacher and students, etc.) will be provided as needed so that this population of students can receive an educational experience that aligns with the Blueprint for English Language Learners.
- ❖ Portable plastic dividers will be used with this population, at the discretion of the teacher, so that the student can maintain visual contact with their teacher (*SED Assurance: Facilities 13*).

### **Facility Capacity (*SED Assurance: Health and Safety 1; Facilities 1*):**

- ❖ All instruction will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facility has taken place to comply with guidelines from the State Education Department:

*“If contemplating a change in class size use 20 square foot (SF) per person for a classroom, ... 50 SF Vocational, Tech and Special Ed., 150 SF for offices”*

- ❖ Classroom capacities will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator to allow from social distancing at all times.
- ❖ Belfast Central School will not be undergoing building changes or additions to comply with COVID-19 mandates.
- ❖ BCS will conduct fire safety, lockdown, shelter-in-place and bus safety drills as required during the 21-22 school year.
  - Social distancing markers will be placed in BCS hallways to facilitate social distancing during fire drills.
    - In the event of a real emergency, students and teachers will be instructed to move to safety as quickly as possible.
  - BCS classrooms will have safe spaces marked off in classrooms to facilitate drills.

### **Facility Operations (*SED Assurance: Health and Safety 18; Facilities 1-3*):**

- ❖ Since the start of the pandemic, Belfast Central has remained open to essential employees. Our buildings and grounds have continued operations with increased cleaning and disinfection in used office areas and have continued cleaning and maintenance procedures.
- ❖ As we move forward, all Belfast Central facilities will continue to:
  - ❖ be cleaned and disinfected following NYS Department of Health Guidelines;
  - ❖ conduct required school safety drills so that social distancing is practiced: fire code compliance, doorways, emergency drills, inspections, and lead testing (*SED Assurance: Facilities 1-3*).
- ❖ Belfast Central anticipates the ability to deliver all approved programs when student return to in-person instruction and without modification to permanent facilities (*SED Assurance: Facilities 1, 2, 5-8, 10-12*).

### **Hygiene, Cleaning, and Disinfection (*SED Assurance: Health and Safety 17*):**

Facilities Cleaned by Belfast Central Facilities and Maintenance Department

- ❖ See “**Practices and Expectations for Hygiene and Cleaning for Faculty, Staff, Students, and Visitors**”.
- ❖ All facilities cleaned and maintained by the Belfast Central Facilities and Maintenance Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.

- ❖ Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
  - Touching of shared objects and surfaces is discouraged.
    - Examples of some frequently touched areas in schools: 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 mice, bus seats and handrails, etc.
  - Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
    - First, clean the surface or object with soap and water.
    - Then, disinfect using an EPA-approved disinfectant.
    - If an EPA-approved disinfectant is unavailable, 70% isopropyl alcohol solutions can be used to disinfect.
- ❖ Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, etc.
- ❖ Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- ❖ High touch surfaces should be cleaned and disinfected more frequently though each day.
- ❖ Required PPE is provided to all Facilities and Maintenance Department staff as they clean.
- ❖ Additional cleaning staff may need to be hired to accommodate additional cleaning requirements.
- ❖ Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- ❖ Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout all facilities and at all times.

### **Transportation (*SED Assurance: 1-18*):**

- ❖ All adults and children must wear a mask on the bus at all times.
- ❖ Bus drivers and monitors:
  - ❖ will not carry personal bottles of hand sanitizers (*SED Assurance; Transportation 4*);
  - ❖ will follow all Belfast Central protocols, including training for COVID-19 symptoms, social distancing, and PPE (*SED Assurance; Transportation 6-8*);
  - ❖ must wear gloves (*SED Assurance; Transportation 10*);
  - ❖ must complete the digital sign-in before reporting to work each day (*SED Assurance; Transportation 11*).
- ❖ Students' pickup location and drop off location must be well-planned by parents because the District will NOT allow any changes in these locations.
- ❖ Buses will be running at full capacity.
  - ❖ We encourage anyone who can bring your child to school to do so to help keep bus ridership low.
  - ❖ Students will be assigned seats on each bus to follow social distancing rules.
- ❖ BCS will have staggered entrance times into the building.
  - ❖ Bus riders will enter and exit the building through the elementary door by the playground.
  - ❖ Students who walk or are being dropped off will enter the building through the new entrance.



- ❖ All students and staff must follow BCS staggered entrance and exit times.
  - ❖ Students and staff cannot gather to wait to enter the building.
- ❖ Students will not be denied transportation for not having a mask.

### **Food Services:**

- ❖ All BCS students will continue to receive free breakfasts and lunches during the 21-22 school year.
  - ❖ BCS needs to feed all children to make the program affordable to tax payers.
- ❖ Breakfasts for all students will be delivered to homeroom classes each morning.
- ❖ All students will eat lunches in the cafeteria.
  - ❖ Students will properly social distance while consuming food (unless a physical barrier is provided).
  - ❖ Students are permitted to remove their face coverings while eating.
  - ❖ Food allergies will be carefully monitored by all faculty and staff (*SED Assurance: Child Nutrition 3, 8*).
    - ❖ The cafeteria manager will provide information about food allergies to teachers where food will be consumed.
  - ❖ Staff will disinfect eating surfaces before and after consuming food. (*SED Assurance: Child Nutrition 5*).
- ❖ In all situations, faculty, staff, and students will be expected to wash hands before and after each meal (*SED Assurance: Child Nutrition 4*).
- ❖ BCS currently has the following drinking fountain options for students and staff to ensure water is accessible throughout the school day:
  - ❖ 6 filtered water fountains in hallways
  - ❖ 7 non-filtered water fountains in classrooms
  - ❖ Students and staff are encouraged to bring refillable water bottles to school each day to be filled in the filtered water fountains.

### **Mental Health, Behavioral, and Emotional Support Services and Programs:**

- ❖ EAP (Employee Assistance Program) is available to all Belfast Central School employees. The existence of this service is communicated to all faculty and staff often and is widely used (*SED Assurance: Social Emotional Well-Being 3*).
- ❖ The use of Restorative Practices and Trauma Informed Care is very prevalent and always encouraged at Belfast Central.
  - Many faculty and staff are trained in these practices and implement them in classroom across our organization. It is through these practices that all voices in our educational community are heard. It is expected that these practices will continue (*SED Assurance: Social Emotional Well-Being 4*).
- ❖ School counselors are employed to assist with social and emotional needs of students for both in school and remote instruction.
- ❖ Social Workers and Counselors are available for all students throughout the day. Staff are trained to deescalate students using a primarily hands-off approach.
  - Physical restraints will continue to be utilized as a last resort.
  - Staff will wear appropriate PPE whenever possible.
- ❖ BCS counselors, psychologist, and social worker have been assigned tasks to address the social-emotional needs of students, families, and staff during the COVID-10 crisis to implement the District Guidance Plan. Each person has created office hours, at least once per week, in order to be



available for students/families/other staff. Record office hour times on the matrix provided on SharePoint. BCS counselors, psychologist, and social worker:

- ❖ Work with building principal to identify high needs students who may need more frequent check-ins, create list of “Check in Coaches” and provide student contact information.
- ❖ Maintain a level of connectedness to students with known needs (one – two times per week), in addition to students who receive IEP counseling services. (See Related Services Section Above)
- ❖ Coordinate with Building Leadership regarding instructional plans for At-Risk students, including seniors receiving Tier II/Tier III supports for Graduation Plans.
- ❖ Participate in virtual faculty, department, or CSE meetings, as needed.
- ❖ Utilize Teams and social media to provide large group communications with students and staff.
- ❖ For out of district case management, please continue to coordinate between students, families and providers to support access, monitoring and problem solving.
- ❖ Provide individual counseling sessions via tele-therapy delivery models.

Work to identify and coordinate additional services and supports needed by families (i.e. food needs beyond the District meal delivery program, Internet connectivity issues, etc.).

#### **Certification (*SED Assurance: Certification 1*):**

- ❖ All Belfast Central coursework will continue to be taught by appropriately certified teachers.
- ❖ Instructors who are required to hold a NYS professional license for a particular content area (i.e., health sciences, barbering, appearance enhancement) will maintain such license without lapse.
- ❖ Flexibility is allowed for other staff (under the guidance of the CTE teacher) to supervise student groups in a non-laboratory/clinical setting to better adhere to social distancing guidelines.
- ❖ All requirements will be met for those programs in fields such as health sciences where specific curricula and/or clinical hours are mandated by other state agencies.

#### **APPR, Observation/School Visits, and SLOs (*SED Assurance: Teacher and Principal Evaluation System 1*):**

- ❖ As required by the New York State Education Department, the BELFAST CENTRAL APPR Plan will be fully implemented during the 2021-22 school year.
- ❖ Each educator’s evaluation must include at least one required student performance measure (SLO for teachers; SLOs or an input model for principals).
- ❖ Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the Belfast Central School APPR plan and Education Law 3012-d.

#### **Belfast Central Plan for Monitoring and Tracking Health Conditions—Per CDC guidance—daily health screenings are no longer required Screening for Faculty and Staff:**

- ❖ All faculty and staff will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”.
- ❖ All staff will be trained to know and recognize possible symptoms of COVID-19 and what to do when they believe someone (student or staff) is experiencing symptoms.
- ❖ Staff members displaying any new COVID symptoms are required to stay home.

### Screening for Students:

- ❖ All students will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”.
- ❖ Families are encouraged to take their child’s temperature at home.
- ❖ Students and staff experiencing any COVID symptoms should not come to school.
  - ❖ The DOH decision-making flowchart for student and staff attendance ([Pre-K to Gr 12 COVID-19 Toolkit](#)) has not changed since February 2021. Symptomatic individuals will be sent home and must follow the flowchart steps to return to school.

### Screening for all Visitors (including guests, contractors, and vendors):

- ❖ All visitors will follow “Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors” (*SED Assurance: Health and Safety 8*).
- ❖ Access to Belfast Central School will be limited to only essential visitors.
- ❖ All visitors will participate in self-monitoring check for symptoms of COVID-19 utilizing the Raptor screening software.

### Testing Responsibility:

- ❖ Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York’s Schools, p14*), Belfast Central will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.
- ❖ Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or will be taken to an isolation area for parent pick-up.
- ❖ The COVID-19 Safety Coordinator will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures.
- ❖ The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected.
- ❖ The Belfast Central School Nurse will be key the responder if any faculty, staff, students, or visitors are in need of medical care while in the building.
- ❖ Belfast Central will work directly with the Allegany County Department of Health from Allegany in the event that screening procedures detect infection of our staff, students, or visitors to any of our locations or programs.

### Early Warning Signs:

- ❖ The COVID-19 Safety Coordinator and School Nurse will regularly confer with County Health Departments for guidance on regional infection rates.
- ❖ Belfast Central will follow all state guidance if the Western New York region’s (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.
- ❖ The COVID-19 Safety Coordinator and School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus and Allegany Counties (<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>).

- ❖ Belfast Central will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.
- ❖ Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to COVID-19, more local infection rate data, and other information from the Allegany County Department of Health.
- ❖ Belfast Central will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

### **Belfast Central Plan for Containment**

#### **School Health Offices (*SED Assurance: Health and Safety 4*):**

- ❖ Students and staff with symptoms of illness must be sent to the Belfast Central health office.
- ❖ The school nurse (and School Medical Director) will assess individuals with chronic conditions such as asthma and allergies or chronic gastrointestinal conditions which may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat (*SED Assurance: Health and Safety 6*).
- ❖ If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider.
- ❖ Administrators will work collaboratively with the school nurse to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

#### **Isolation (*SED Assurance: Health and Safety 15*):**

- ❖ Belfast Central will follow Education Law § 906:

*Whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.*

- ❖ School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator.
  - Such reports should be made in compliance with FERPA, and Education Law 2-d.
  - If the nurse chooses to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.
- ❖ If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.
- ❖ Where possible Belfast Central will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult

to be present and should have easy access to a bathroom and sink with hand hygiene supplies (*SED Assurance: Health and Safety 7*).

- ❖ The school nurse and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions which includes the use of appropriate PPE.
- ❖ Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE.
  - Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

#### **Collection (*SED Assurance: Health and Safety 15*):**

- ❖ The Belfast Central school nurse and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

#### **Infected Individuals (*SED Assurance: Health and Safety 15, 16*):**

- ❖ Belfast Central will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- ❖ If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:
  - It has been at least ten days since the individual first had symptoms;
  - It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
  - It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- ❖ All discharges from isolation and return to school/work will be conducted by the COVID-19 Safety Coordinator and the local health departments.

#### **Exposed Individuals:**

- ❖ Belfast Central will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.
- ❖ If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:
  - Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
  - If they have been diagnosed with another condition and has a healthcare provider written note stating, they are clear to return to school.

#### **Hygiene, Cleaning, and Disinfection (*SED Assurance: Health and Safety 17*):**

The CDC and NYSDOH recommends, and Belfast Central will implement the following:

- ❖ Belfast Central will follow CDC guidelines to clean and sanitize the building on a daily basis, following CDC guidelines.
  - BCS restrooms will be cleaned multiple times a day.

- High touch surfaces will be sanitized multiple times a day.
- Classrooms, busses (between each run), and offices will be ‘fogged’ each night to sanitize the spaces.
- ❖ Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- ❖ Opening outside doors and windows to increase air circulation in the area;
- ❖ Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- ❖ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

### Contact Tracing:

- ❖ Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
- ❖ Belfast Central will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The Belfast Central COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:
  - keeping accurate attendance records of students and staff members (see “**Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors**”);
  - ensuring student schedules are up to date;
  - keeping a log of any visitors which includes date, time and where in the school they visited; and
  - assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- ❖ Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

### Communication:

- ❖ The “**Belfast Central Plan for Containment**” will be posted on the organizational website.
- ❖ Containment communications will be coordinated by the COVID-19 Safety Coordinator and the Belfast Central Communications Department.
- ❖ Belfast Central School’s re-opening plans will be distributed to families throughout the District in multiple formats to increase access to the information.
  - Will be posted on the District’s webpage and Facebook page.
  - A written, condensed version of the plan was mailed to students’ homes.
  - Belfast Central School’s re-opening plans will be translated for any student/ family for whom English is not their first language.

### Belfast Central Plan for Closure

#### Closure triggers:

- ❖ Belfast Central will consider early warning sign data to help determine when BCS will close.



- Contact tracing, with assistance from state and county health officials, will be used to assess exposure from any outside sources and determinations for closure will be handled on a case-by-case basis in coordination with the component district leadership and county health officials.
- ❖ Another consideration for program closures may include absentee rates of faculty, students, and staff.
  - Belfast Central programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.
- ❖ The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or programs, or within a facility where our programs are hosted.
  - In this case, the Belfast Central COVID-19 Safety Coordinator will collaborate with district level staff, county health officials, and component district leadership to determine if a program location must close.
  - The COVID-19 Safety Coordinator and district level staff will use the **“Belfast Central Considerations for Closure”** as a guide when considering location and/or program closures.
  - Any closures will be officially made by the Superintendent.
- ❖ Belfast Central facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials.

| <b>Belfast Central School Considerations for Closure</b>   |   |  |  |   |
|--|---|--|--|---|
| In all cases, the Allegany County Health Department will be consulted for final closure decisions. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the COVID-19 Safety Coordinator, district staff, and county health officials. The Belfast Remote Learning Plan will be implemented if program or location closures occur. |   |  |  |   |
| Level of Community Spread<br>(based on WNY 7-day infection average)  | Criteria 1<br>0 students or staff member infected | Criteria 2<br>1 student or 1 staff member infected | Criteria 1<br>2-4 students or staff members infected | Criteria 1<br>5+ students or staff members infected |
| Low/ No Spread<br>(5% or less; 5 or less cases per 100,000 tested)   | BCS open under hybrid in-person plan              | Consider closure for up to 24 hours<br>Consult DOH | Consider closure for up to 72 hours<br>Consult DOH   | Consider closure for up to 14 days<br>Consult DOH   |
| Medium Spread<br>(6%-8% ; 6-8 per 100,000 tested)  | BCS open under hybrid in-person plan              | Consider closure for up to 24 hours<br>Consult DOH | Consider closure for up to 72 hours<br>Consult DOH   | Consider closure for up to 14 days<br>Consult DOH   |
| Substantial Spread<br>(9% or more; 9 or more cases per 100,000 tested)   | BCS closed.<br>Consult DOH                        | BCS closed.<br>Consult DOH                         | BCS closed.<br>Consult DOH                           | BCS closed.<br>Consult DOH                          |

**Closure Operational Activity Considerations:**

- ❖ Any changes to the operational activities of our facilities and programs will be determined by the COVID-19 Safety Coordinator, district level staff, and county health officials.

**Closure Communication:**

- ❖ Belfast Central will utilize well established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies).
- ❖ Closure communications will be coordinated by the COVID-19 Safety Coordinator.
- ❖ The **“Belfast Central School Considerations for Closure”** will be posted on the organizational website.
- ❖ Faculty, staff, students, and families will be notified of any closures via the District, mass notification system, webpage, and Facebook page.

## Belfast Central Plan for Training Staff

- ❖ We know the effectiveness of our plans requires all within our community to be adequately trained. The following outline will be used for all faculty and staff training to guarantee consistency across our school. All staff will be trained using the following outline before in-person instruction begins.
- ❖ **Employees should take the following steps to protect themselves at work**
  - Follow the policies and procedures of Belfast Central related to illness, cleaning and disinfecting, work meetings, etc.
  - Stay home if sick, except to get medical care.
  - To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails.
  - Avoid handshaking, fist bumps, high fives, etc.
  - Minimize handling/sharing cash, credit cards, and mobile or electronic devices when possible.
  - Avoid all non-essential travel.
- ❖ **Maintain social/physical distancing**
  - ❖ Practice social/physical distancing at all times but especially while on district premises.
  - ❖ Keep three (3) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.
  - ❖ Preparing your classroom for social distancing:
    - Any furniture configuration must fully comply with 2020 New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Code (*SED Assurance: Facilities 1*);
    - Arrange student seating and workspace so that social distancing can be practiced;
    - A student seating and workspace so that all students face in the same direction;
- ❖ **Personal responsibility**
  - ❖ Avoid touching eyes, nose, and mouth.
  - ❖ Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands.
  - ❖ Practice personal hygiene protocols at all times but especially while on district premises.
  - ❖ Personal hygiene:
    - Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, (especially during key times when persons are likely to be infected by or spread germs): After blowing one's nose, coughing, or sneezing; Before, during, and after preparing food; After using the toilet; After touching trash; Before and after the work shift; Before and after work breaks; After touching objects that have been handled by others.
- ❖ **Wear and Care of Face Coverings/Masks** (*SED Assurance: Health and Safety 13*)
  - ❖ Watch this video: <https://www.youtube.com/watch?v=MdIRk2D7OD8>
  - ❖ Wear a mask that properly covers your mouth AND nose when in hallways, in open areas, and when social distancing is not possible.
  - ❖ Implement the “Wear It While Walking” rule as much as possible.
  - ❖ If you encounter someone not properly wearing a mask: say something, step back, and notify your supervisor for assistance if needed.
  - ❖ Masks are provided but you may use personal masks (ones brought in from home) instead of ones provided as long as they fit properly, cover your face AND nose, look professional, and are cleaned regularly.



**Should cloth face coverings be washed or otherwise cleaned often? How often?**

- ❖ Yes. Face Covering/masks should be washed daily.

**How do you safely sterilize/clean a cloth face covering?**

- ❖ Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- ❖ If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- ❖ Face coverings must be completely dry before wearing.

**How do you safely remove a used cloth face covering?**

- ❖ Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

❖ **Hand hygiene**

- ❖ Watch this video: <https://www.youtube.com/watch?v=d914EnpU4Fo>
- ❖ Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place.
- ❖ Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
  - Wash hands or use 60% ethanol or 70% isopropyl alcohol hand sanitizer after putting on or taking off the face covering
  - Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
  - Practice hand hygiene protocols at all times but especially while on district premises
- ❖ It is required that hand washing take place before and after consuming food by all faculty, staff, and students (*SED Assurance: Child Nutrition 4*).

❖ **Do Not Come to Work if:**

- ❖ You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- ❖ You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- ❖ You feel sick (*SED Assurance: Health and Safety 9*):
  - ❖ Contact your physician or other healthcare provider to discuss your medical condition
    - Notify the District office and your direct and/or department supervisor immediately

❖ **If you feel sick while at work:**

- ❖ If you start to feel sick when at a building, contact your supervisor immediately and limit your movement within facilities.
- ❖ Be sure to tell your supervisor what you were doing and where you were in the building before you became ill as the devices and locations must now be considered potentially contaminated.
- ❖ After notification, leave the building.
- ❖ Contact your physician or other healthcare provider to discuss your medical condition.

- ❖ **Know the symptoms** (*SED Assurance: Health and Safety 4, 9*):
  - ❖ It is important that you know the symptoms of COVID-19 so you can monitor your own health and assist in monitoring the health of others around you; i.e., your colleagues, your students, visitors, etc. The Centers for Disease Control and Prevention keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:
    - Fever or chills (100°F or greater);
    - Cough;
    - Shortness of breath or difficulty breathing;
    - Fatigue;
    - Muscle or body aches;
    - Headache;
    - New loss of taste or smell;
    - Sore Throat;
    - Congestion or runny nose;
    - Nausea or vomiting; and/or
    - Diarrhea.
  - ❖ Observe students, other staff members, and visitors for signs of any type of illness such as (*SED Assurance: Health and Safety 9*):
    - Flushed cheeks;
    - Rapid or difficulty breathing (without recent physical activity);
    - Fatigue, and/or irritability; and
    - Frequent use of the bathroom.
  - ❖ Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse.
  - ❖ If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home (*SED Assurance: Health and Safety 6*).