



# **GATES CHILI CENTRAL SCHOOL DISTRICT**

## *Reopening Buildings Plan*

July 31, 2020

Subject to approval by the New York State Education Department and the New York State Department of Health

# Gates Chili Central School District Reopening Buildings Plan

## Content Outline

- [Introduction](#)
- [Glossary of Terms](#)
- [Communication/Family and Community Engagement](#)
- [Health and Safety](#)
- [Facilities](#)
- [School Nutrition](#)
- [Transportation](#)
- [Social-Emotional Well-Being](#)
- [School Schedules](#)
- [Attendance](#)
- [Technology and Connectivity](#)
- [Teaching and Learning](#)
  - [In-person Instruction](#)
  - [Hybrid Instruction](#)
  - [Remote Instruction](#)
- [Special Education](#)
- [Bilingual Education and World Languages \(English as a New Language\)](#)
- [Staff](#)

## Appendices

- Appendix A: COVID-19 Response Protocols
- Appendix B: Preliminary Reopening Plan for Families
- Appendix C: Community-Based Partner Imagination Childcare (UPK) Reopening Plan

## Introduction

The plan outlined here is for the reopening of schools in the Gates Chili Central School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. The health and safety of Gates Chili students, staff and their families are the district's top priority. The district wants students and employees to feel comfortable and safe returning to school campuses. The district's reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region. Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

Governor Cuomo will inform districts in early August on which plan(s) may be utilized this fall. While districts have been instructed to prioritize efforts to return all students to in-person instruction, GCCSD is also required to create plans for remote instruction, as well as a hybrid instruction model that combines in-person and remote instruction. The district may need to alternate between in-person and remote learning throughout the year, due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision-making as the district moves to open school buildings.

The Gates Chili Reopening Task Force, made up of more than 100 members who represented parents/guardians, faculty, staff, administration and Board of Education members, was divided into five subcommittees: School Operations and Logistics, Public Health and Safety, Teaching and Learning, Social-Emotional and Equity, and Transportation. Each of these five subcommittees met multiple times in June and July and made recommendations that were incorporated into the three district plans outlined in this document.

In addition, the district conducted multiple surveys of stakeholders and asked for feedback and input on a variety of topics related to reopening schools. According to the July 23 reopening parent/guardian survey results, the parents/guardians of the Gates Chili Central School District were largely in favor of sending their children back to school for hybrid instruction with necessary health regulations set in place.

Important to note that regardless of the final decision by the Governor, families will have a choice to participate in the remote instruction model. Additionally, parents/guardians whose children attend in person will have the ability to opt in or opt out of transportation to and from the district. The district will send forms for families to complete and return. These completed forms will then be compiled to help schedule instruction and transportation for September.

### *Guiding Principles*

As Gates Chili Central School District plans to reopen school buildings in September, the guidance and considerations outlined in this framework are grounded in six guiding principles:

1. Safeguarding the health and safety of students and staff;

2. Allowing all students to have the opportunity to fully engage in instruction whether (1) **in-person instruction**, (2) a **hybrid** of in-person and remote **instruction**, or (3) **fully-remote instruction**;
3. Monitoring the school populations and, when necessary, potentially cancelling classes in the future to appropriately contain COVID-19 virus transmission;
4. Emphasizing equity, access and support to the students and communities who are emerging from this historic disruption;
5. Fostering strong two-way communication with partners such as families, educators and staff; and
6. Factoring into decisions about reopening the challenges to the physical safety and social-emotional well-being of our students when they are not in school.

## Glossary of Terms

**BC:** Building Code.

**CDC:** Centers for Disease Control and Prevention.

**Cohorts:** Cohorts are self-contained, pre-assigned groups of students with group size limits established by the size of the room and number of desks that are able to be placed in the space while maintaining social distancing. Cohorts are established to prevent intermingling of students between cohorts to the extent possible.

**ELL:** English Language Learner.

**Face Coverings:** Schools will maintain protocols and procedures for students, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against transmission of COVID-19 virus when on school grounds and in school facilities. PPE includes an acceptable face covering to be worn by all individuals at all times. These face coverings will be *required* to be worn any time/place that individuals cannot maintain appropriate social distancing. Acceptable face coverings include, but are not limited to, cloth-based face coverings (e.g., homemade sewn, quick cut, bandana, gaiter) and surgical masks that cover both the mouth and nose.

**Hybrid Instruction:** On defined days, some Gates Chili students learn remotely while others learn in person at school. All Gates Chili students will learn remotely one day per week.

**In-Person Instruction:** Gates Chili students engage in instruction at Gates Chili CSD school buildings with their classroom teachers.

**NYSED:** New York State Education Department.

**NYSDOH:** New York State Department of Health.

**OFF:** Office of Facilities Planning.

**OSHA:** Occupational Safety and Health Administration.

**Remote Instruction:** All Gates Chili students will participate in full-time remote instruction through the use of personal electronic devices, learning management systems (Schoology) and video conferencing.

**Social Distancing:** Schools will maintain protocols and procedures for students, staff, and other individuals to ensure appropriate social distancing to protect against the transmission of COVID-19 virus when on school grounds and in school facilities. Appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling or ventilation, or otherwise present a health or safety risk. Classroom space will be reconfigured for social distancing, consistent with public health guidelines in place at the time of opening.

Director of Physical Education, Health and Athletics Dr. Patrick Irving will serve as the district's COVID-19 Coordinator. Dr. Irving will work closely with the Monroe County Health Department and will be responsible for communicating the necessary health guidelines that need to be followed by the Gates Chili Central School

District. He will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and follows best practices per state and federal guidelines.

This framework includes procedures that will be followed in the following schools:

[Florence Brasser Elementary School](#) - 585.247.1880

[Neil Armstrong Elementary School](#) - 585.247.3190

[Paul Road Elementary School](#) - 585.247.2144

[Walt Disney Elementary School](#) - 585.247.3151

[Gates Chili Middle School](#) - 585.247.5050

[Gates Chili High School](#) - 585.247.5050

## Communication/Family and Community Engagement

To help inform its reopening plan, the district sought feedback and input from stakeholders, including administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups. Engagement efforts included online surveys, virtual forums/meetings and one-on-one conversations.

The district remains committed to communicating all elements of this reopening plan to students, parents/guardians, staff and visitors. The plan is available to all stakeholders via the district website at [www.gateschili.org/Coronavirus](http://www.gateschili.org/Coronavirus) and will be updated throughout the school year, as necessary, to respond to local circumstances. A link to the plan appears on the website homepage. Every effort has been made to ensure that the plan is accessible to all individuals in accordance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA. The plan can also be translated into other languages, via the translate feature located in the top, righthand corner of the district website.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels including automated phone calls, email, social media, newsletters, the Gates Chili CSD website, Schoology and Microsoft Office 365, as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. This includes information about meal distribution for students.

The district will use existing internal and external communication channels to notify staff, students and families about in-person, remote and hybrid school schedules, with as much advance notice as possible. The district will provide students and their families with multiple ways to contact schools and teachers during remote instruction, including email, phone numbers and Schoology.

The district will follow its existing engagement and communication protocols with parents/guardians regarding the provision of special education services for their child(ren). In addition, the district will make every effort to ensure that communication to parents/guardians is in their preferred language and mode of communication.

The district is committed to ensuring that all staff, students and their families learn and understand new expectations related to all public health policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each student's age group and will provide frequent opportunities for staff and students to review these policies and protocols. This targeted education will help ensure that all staff and students and their families know what is expected of them as they successfully return to the school setting. These trainings will cover hand hygiene, proper face covering procedures, social distancing, respiratory hygiene, cleaning/disinfecting and identifying symptoms. The district will create and deploy signage throughout the district to address public health protections surrounding COVID-19. In addition to signage, the district will encourage all students, faculty, staff and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of personal protective equipment.

The district will inform families and staff that daily health screenings are required. The district will utilize an app which will alert parents/guardians to complete a daily health screening prior to a staff and student arrival at school. For more information about health screening, refer to the Health and Safety section.

The district is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. If a student or staff member is sick or symptomatic or has had close contact with a positive case, the district will follow the protocols outlined in the Health and Safety section.

#### *School Closures*

School building administrators will communicate with each other regularly and, if needed, will consider closing school if absentee rates impact the ability of the school to operate safely. Specific conditions that warrant the closure of schools will be identified and displayed to all stakeholders in advance. The district will be in close communication with state and local health departments to determine when the school is unsafe for in-person instruction. Close communication will be ongoing between the superintendent and building administrators in the case of an emergency closing so that each building will be able to plan for an orderly closure and the district can notify students and their families.



## Health and Safety

The Gates Chili CSD reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#). The following protocols and procedures will be in place in all district schools for the 2020-21 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at [Patrick\\_Irving@gateschili.org](mailto:Patrick_Irving@gateschili.org) or (585) 247-5050 Ext 21315.

The district is actively pursuing having ample stockpiles of required PPE and cleaning/disinfecting supplies.

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

### *Health checks*

The district has developed resources to educate parents/guardians and staff members regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school. The resources include the requirement for any student or staff member with a fever of 100° F or greater and/or symptoms of possible COVID-19 virus infection to not come to school. The Centers for Disease Control and Prevention (CDC) [list of Coronavirus symptoms](#) was used to develop these resources.

The Gates Chili Central School District will utilize a digital app for the daily health screening of students and staff members. Students and their families and staff will be provided with instructions on how to download and use the app/link. For families who don't have access to the internet, WiFi hotspots will be made available. For students who are not able to complete the screening at home prior to coming to school, building administration and/or nursing staff will conduct the screening in a private and confidential manner as soon as practicable upon arrival. Staff who do not complete the screening prior to arrival, will be required to complete the screening as soon as they arrive at the building. Building administration will make contact with anyone who has not completed this process. Visitors that must be in the building will be required to complete a written health screening upon arrival.

If a student has a temperature of 100° F or higher or has a positive response to a screening question, the student must not report to school. If the student reports to school, that student will be escorted to a designated isolation location within the building and the parent/guardian will be contacted for pick up. When the parent/guardian is contacted by phone they should be made aware that their primary care provider should be contacted and the student will be able to return back to school once the doctor has cleared them to return and/or other clearance protocol has happened. If a student develops symptoms outside of school hours, then the parent/guardian should not send their student to school and should contact their student's building to notify them.

If a staff member has a temperature of 100° F or higher or has a positive response to a screening question, that staff member must remain home and contact their supervisor immediately. If a staff member shows COVID-19 symptoms during the day, they must notify their supervisor and either report to a designated isolation area or leave the building. If a staff member develops symptoms outside of school hours, then it is that staff member's duty to inform their immediate supervisor. For more information on COVID-19 Response Protocols, refer to Appendix A.

### *Social Distancing, Face Coverings and PPE*

The district has developed a plan and procedures for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds and transportation.

- Six feet of space in all directions will be kept by all individuals within the building
- Hallways will be marked to direct the flow of foot traffic
- Desks will be kept six feet apart
- If desks cannot be kept six feet apart, physical barriers will be used between desks
- Acceptable face coverings are required while on the bus
- Student lockers will be spaced out and locker use will be limited
- If social distancing cannot be maintained while eating in the cafeteria, then the school will have students eat within the classroom or in an alternate location that allows social distancing to be maintained
- If staff meetings are too large for a particular meeting area, they will occur through the use of Zoom and/or Microsoft Teams
- Bathroom break schedules will be implemented at the elementary level
- Numbers of individuals in bathrooms at the secondary level will be limited, where possible

Proper face coverings must be worn in common areas such as hallways or school buses. Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering, per physician's documentation. Staff who are not medically able to tolerate face covering or requesting any other medical accommodation based on disability should follow the protocol outlined by Human Resources. Students and staff will be allowed to remove face coverings during meals, and for short masks breaks, so long as they maintain appropriate social distance.

Reusable face coverings will be provided to students and staff. Disposable face coverings will be available if needed. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose. Students, staff and visitors will be permitted to wear their own acceptable face covering if they choose.

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance

The district will instruct students, parents/guardians, staff, contractors and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings
- Information on obtaining and maintaining adequate supplies of cloth face coverings for school staff and students who forget their masks

### *Infection control strategies*

Hand sanitizer will be placed throughout the building and in classrooms. Soap dispensers will be heavily monitored within bathrooms to ensure they are fully stocked. Individuals must wear acceptable face coverings. Schools will limit the sharing of objects to the extent possible. This includes objects such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, art supplies, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students and staff to perform hand hygiene before and after contact.

Each day the school buildings will continue to be cleaned and disinfected in accordance with the guidance from CDC and OSHA. Signage will be used to 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, and how they should do so
- Follow hand hygiene, and cleaning and disinfection guidelines
- Follow respiratory hygiene and cough etiquette

### *Management of ill persons, contact tracing and monitoring*

The district requires students and staff who develop COVID-19 symptoms during the school day to report to the nurse's office. If there are several individuals waiting to see the school nurse, students must wait at least six feet apart. The district has designated isolation areas to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies. For specific information related to students and staff who feel sick at school or come into close contact with a confirmed case, refer to Appendix A.

PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a medical-grade mask will be used.

School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

### *Return to School After Illness*

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. For more information, refer to Appendix A.

The district will refer to DOH's ["Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure"](#) regarding protocols and policies for faculty and staff seeking to return to work

after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19. The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

#### COVID-19 Testing

Students or staff with illness should stay home in accordance with Education Law § 906(1): “[w]henver...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.”

Decisions about the need for exclusion and the length of the exclusion period for students and staff exposed to or with confirmed cases of COVID-19 will be made by local health departments according to guidance from New York State Department of Health.

Sick students and staff should be excluded from school and all school-related activities. Students and staff who develop respiratory illness symptoms during the school day should be isolated promptly in a room separate from others. Immediately report any illness to the school nurse or other designated school official.

If a patient who tests positive for COVID-19 is currently attending or working in a school, state and local health officials, will help identify those individuals and will follow up with the school on next steps for those who may have had close or proximate contact with that person while they were able to spread COVID-19. It is important to continually share resources with the school community to help families understand when to keep children home.

In the event that a large-scale testing will need to be conducted at the school, the district administration will work with the following providers:

New York State Health Department (585) 423-8042  
Monroe County Health Department (585) 753-2991

#### Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, staff and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

The district will assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members
2. Ensuring student schedules are up to date
3. Keeping a log of any visitor which includes date and time, and where in the school they visited

4. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

If/when, COVID-19 cases are discovered in the school the district will consult with the Monroe County Health Department. A single case of COVID-19 in a school would not warrant closing the entire school. Community spread and how much contact the person with COVID-19 had with others, as well as when such contact took place, need to be considered. These variables should also be considered when determining how long a school, or part of the school, stays closed. If the spread of COVID-19 within a school is higher than in the community, or if the school is the source of an outbreak, administrators will work with local health officials to determine if temporarily closing the school building is necessary. Students and/or staff who test positive or had close contact with anyone who tested positive will be provided with guidance for when it is safe to discontinue self-isolation or end quarantine.

Confidentiality must be maintained as required by federal and state laws and regulations. Staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the district and local health department.

For more information about how COVID-19 containment efforts will be communicated to students, families and staff members, refer to the Communication/Family and Community Engagement section.

#### *School Closures*

A closure refers to contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education and/or closing the school. The district 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.

At a minimum, the plan will incorporate the following:

- Schools will close if the seven-day rolling average of the infection rate is greater than 9%
- Schools in regions in Phase 4 can reopen if the daily infection rate remains less than 5% using a 14-day average, unless otherwise directed from the Monroe County Health Department
- Once schools open at Phase 4 with a regional infection rate less than 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise above 5% until it reaches 9% for the 7-day average

Schools may choose to modify operations prior to closing to help mitigate a rise in cases. If infection rates are rising above 5%; schools may consider modifying school operations for medically-vulnerable students and staff if they are participating in in-person activities. The district will consult their medical director and the local department of health when making such decisions

For more information about how school closure information will be communicated to students, families and staff members, refer to the Communication/Family and Community Engagement section.

#### *Health hygiene*

The district will emphasize healthy hygiene practices for students and staff by providing ongoing education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the school and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

1. Stay home if they feel sick
2. Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school
3. Properly store and, when necessary, discard PPE
4. Adhere to social distancing instructions
5. Report symptoms of, or exposure to, COVID-19
6. Follow hand hygiene, and cleaning and disinfection guidelines
7. Follow respiratory hygiene and cough etiquette

### *Hand Hygiene*

Students and staff must carry out the following hand hygiene practices.

- Wash hands routinely with soap and water for at least 20 seconds
- Dry hands completely after washing
- If soap and water are not available, use hand sanitizer

Hand-washing should occur:

- Before and after eating
- After going to the restroom or after assisting a student with toileting
- After using a tissue
- Before and after using shared materials
- Before and after putting on or taking off face masks
- After coming in from the outdoors
- Anytime hands are visibly soiled

### *Respiratory Hygiene*

The COVID-19 virus may spread from person to person in droplets produced by coughs and sneezes. Therefore, the district will emphasize the importance of respiratory hygiene. Students and staff must carry out the following respiratory hygiene practices:

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

For more information about how hygiene information will be communicated to students, families and staff members, refer to the Communication/Family and Community Engagement section.

### *Cleaning and Disinfecting*

The district will ensure adherence to hygiene, cleaning and disinfecting requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfecting logs will be maintained that include the date, time, and scope of cleaning and disinfecting. Examples of facility types where cleaning and disinfection frequency will be determined include:

- Bathrooms

- Athletic training rooms, locker rooms
- Nurse's offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently-touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds
- Outdoor seating areas

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

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

For more information about how cleaning and disinfecting information will be communicated to students, families and staff members, refer to the Communication/Family and Community Engagement section.

#### *Visitors on campus*

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the main entry point and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities will be required to wear face coverings, attest to not having any COVID 19 symptoms, and will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above.

Before and aftercare programs housed at Gates Chili CSD facilities will be required to maintain all health and safety protocols set by the district.

## Facilities

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

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

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

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

- The district has worked with engineers to establish proper filtration requirements (e.g., filters that your HVAC system can handle) that will maintain adequate, code required ventilation as designed.
- Maximum number of individuals allowed to be in the bathroom at once will be regulated to one person per stall and, if applicable, plus one person in every other urinal.
- Drinking Water Facilities: bottle filler drinking fountains will be utilized instead of regular drinking fountains in order to maintain proper hygiene. There is more than one bottle filler per hundred occupants.

### *School safety drills*

The district will conduct fire (evacuation) drills and lockdown drills as required by New York State and the fire code without exception. Schools must continue to conduct mandatory fire and lockdown drills according to the existing statutory schedule. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

The school district modifications to evacuation drill protocols will include, but are not limited to:

- Conducting drills on a staggered schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site
- Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site
- If conducting drills using a modified procedure, the drill will be conducted with all students in the school building on that school day and may be necessary to do so during a class period that is extended for this purpose
- If schools reopen with a hybrid instruction model, schools will be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in person.
- School buildings will conduct lockdown drills in classroom settings while maintaining social distancing/using masks



### *Required Square Footage*

- The district will contact an architect at the OFP with questions pertaining to change of room use and occupant load becomes necessary to maintain social distancing suggestions.

### *Facility Alterations and Acquisition*

- No alterations or acquisitions are planned at this time
- Classroom desks and chairs will be minimized in classrooms
- Desks will be spaced out 6 ft apart as much as possible
- A designated room in each of the school buildings will be converted into the isolation room for when individuals show COVID-19 symptoms and are awaiting pick up
- If any dividers at doors and other points of congregation are used, the district will first consult our architect and have floor plans submitted to OFP for approval
- The district will also make sure any plastic separators that are installed comply with the 2020 BCNYS Section 2606

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

The district does not intend to change space utilization and/or make alterations, but if it becomes necessary; we will consult our architect and submit floor plans to OFP for approval and ensure the project submissions only dedicated to “COVID-19 Reopening” are labeled as such.

### *Space Expansion*

The district does not intend to expand our square footage to enable improved social distancing currently.

### *Tents/Leasing for Additional Space*

The district does not intend to presently use tents or lease additional space. Should this change, the district will consult OFP, as required.

### *Plumbing Facilities and Fixtures*

- Minimum number of toilets available for use within each school building’s bathrooms will be clearly regulated and the minimum number required by building code will always be maintained.
- The district will ensure sinks and soap will always be available to all building occupants
- Any new Alcohol-based Hand-Rub Dispensers installed in any locations in the district will be in accordance with FCNYS 2020 Section 5705.5
- Bottle filler drinking fountains shall be used instead of regular drinking fountains in each school
- Drinking fountains and bathrooms will be cleaned regularly and log sheets will be used within each building to document when cleaning occurred
- Physical barriers will be installed between sinks if social distance is not feasible
- Hand dryers will be disabled and touch free paper towel dispensers will be used instead in all buildings
- To ensure that social distancing is being adhered to, signage will be displayed within all school buildings and a limitation as to how many people can occupy the bathroom at one time will be displayed as well

In order to prevent Legionella risk, the district will implement the following practices when starting back up building water systems if they have been dormant:

- Flush the entire water system to replace all water
- Use an approved chlorine-testing device to measure residual chlorine, flush until measured levels are equal to or slightly less than the supplying utility’s chlorine residuals

Some flushing considerations are listed below. Additional flushing guidance can be found at the Environmental Science, Policy, and Research Institute (ESPRI) 12 website.

- Verify that testing for back flow assemblies is up to date prior to flushing
- Create a list of all plumbing fixtures that will need to be flushed including ice machines, dishwashers, and point of use (POU) treatment devices to ensure that no fixture is overlooked. Point of use filters should be replaced
- Make sure that fixture drains are functioning and can handle expected flows without overflowing
- During flushing operate all valves in the fully open position so that any particulate matter can be flushed through
- Pay close attention to float-operated or other restrictive valves which need to be manually opened to clear particulates and prevent fouling of the valves
- Remove all aerator screens before flushing
- Clean or replace aerator screens to get rid of scale deposits that may contain harmful metals (lead) or microbial biofilms
- Disinfect, heat sterilize, or replace showerheads especially if vulnerable populations have access to the showers
- Adjust valves back to normal operating positions to ensure that the system is rebalanced
- Return hot water systems to normal operating temperatures
- Document all start up actions in the daily maintenance log
- Evaluate the effectiveness of startup procedures relative to Legionella by testing for Legionella using an approved culture method or one cited by the National Academies of Science for testing of Legionella in water

#### *Ventilation*

All school buildings will increase ventilation with outdoor air to the greatest extent possible by opening of windows and doors if it does not present a danger to the occupants. The district will maintain adequate, code required ventilation (natural or mechanical) as designed and seek to increase fresh air ventilation rates to the extent possible to aid in maintaining a healthy indoor air quality and use the best filters possible to support this ventilation. Ventilation Systems will be run at a minimum of two hours before and after occupancy in all buildings. This is to create a thermal lag and minimize HVAC operations when occupied and allow as much fresh air to be pulled in as possible. Ventilation systems are all controlled through an automated system and will be open for pulling in outside air to the fullest extent possible when occupied by students and staff. Reporting will be tracked to ensure systems are operating at capacity. Unit ventilators will be checked continuously for proper operations.

## School Nutrition

School meals will continue to be available to all students, including those attending school in person and those learning remotely. For information about how meal information will be communicated, refer to the Communication/Family and Community Engagement section.

### *Meals onsite*

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

The district will ensure social distancing between individuals or physical barriers while eating in the school cafeteria. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students. The district will ensure that students who have food allergies are protected from exposure to allergens.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

- If the school building cannot maintain proper social distancing within the cafeteria, then school breakfast and lunch will be served in the classrooms in order to reduce traffic in hallways as well
- Students will wash hands or use hand sanitizer before and after eating
- School nutrition staff members will follow all applicable health and safety protocols, including the wearing of face coverings and hand washing before handling food items

### *Meals offsite/remote*

- For students who are learning remotely, breakfast and lunch will be available for pick-up at Gates Chili Middle School
- Pre-determined hours will be communicated to parents/guardians through the Gates Chili Central School District website
- If families don't have transportation, alternative arrangements will be made

The district will follow all applicable health and safety guidelines. The district will operate in compliance with child nutrition program requirements. Communication with families in their spoken language will be provided via the district website translate feature.

## Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable. Parents/guardians will be encouraged to drive students to and from school, if able.

### *Social Distancing*

Students will be seated one to two per seat unless seated with members of the same household and must maintain social distance on the bus to the extent practicable. Members of the same household may be seated within six feet of each other. Seats will be marked showing students where to sit. Seats will be assigned. Weather-permitting, school buses will transport passengers with windows and roof hatches ajar to provide additional airflow. Wheelchair school buses will configure wheelchair placement to ensure social distancing of six feet.

When students embark and disembark the bus, they should follow social distancing protocols. This will increase the time required to load and unload buses at schools in the morning and afternoon. School buildings will have staggered arrival and departure times to ensure social distancing.

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

### *Masks/Face Coverings on Buses*

Gates Chili CSD buses will operate with heightened health and safety protocols, including requiring all students and staff to wear face coverings. If a student does not have a mask, the bus driver will provide one. No student will be denied transportation if they do not have a mask. Students with medical exemptions approved by the district that relieves them of the requirement to wear a face covering will be appropriately socially distanced.

### *Bus Cleaning Protocol*

All buses that are used every day by the district and any contract carrier buses will be cleaned once a day. Bus seats and high contact spots will be sprayed down using disinfectant after every trip in the morning (AM) and afternoon (PM). This means that buses will be disinfected at least four (4) times per day. Assurance of cleaning will be maintained as part of the daily bus driver checklist.

### *Hand Sanitizer*

Non-alcohol-based sanitizer will be available per the Department of Transportation. School buses shall not be equipped with alcohol-based hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of alcohol-based hand sanitizer with them on school buses.

Hand sanitizer dispensers will be placed at the main entrance for students and staff use upon entry into the building.

### *Mandatory Transportation Requirements*

Whether school is in session remotely or otherwise, pupil transportation will be provided to non-public, parochial, private, charter schools. Additionally, transportation will be provided to students whose Individualized Education Plans (IEPs) have placed them out of district. All students are entitled to transportation by the district to the extent required by law. Transportation departments do not have the ability or the right to deny transportation for children who are in foster care, homeless or attend private or charter schools.

Parents/guardians who may have missed the due date to request out of district transportation due to a reasonable excuse may file a 310 appeal with the Commissioner of Education.

#### *Bus Run Schedules and Work Hours for Staff*

There may be multiple morning and afternoon bus runs. Due to increased cleaning requirements and increased parent drop-off and pick-up, start and end times for all staff may shift anywhere from 15-30 minutes. The length of the workday will remain unchanged for building staff.

#### *School Bus Staff*

School bus drivers, monitors, attendants and mechanics are required perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they will notify their employer as per the reporting protocols and seek medical attention.

School bus drivers, monitors, attendants and mechanics must wear a face covering along with an optional face shield when operating a school bus, unless medically unable to do so.

#### *School Bus Staff: Personal Protective Protocol*

Transportation departments/carriers will need to provide personal protective equipment such as masks and gloves for drivers, monitors and attendants on buses. Hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

Transportation staff who must have direct physical contact with a child must wear gloves. Transportation staff may wear gloves if they choose to do so, but are not required unless they must be in physical contact with students.

Transportation staff will be encouraged to wash their hands with soap and water before and after morning and afternoon bus runs to prevent the spread of infection.

#### *Training*

Transportation staff members (drivers, monitors, attendants, mechanics and cleaners) will receive training. Transportation staff will be trained and provided periodic refreshers on the proper use of personal protective equipment, social distancing and the signs and symptoms of COVID-19. For more information about training protocol for students and staff and how transportation information will be communicated, refer to the Communication/Family and Community Engagement section.

The district will provide training for students and families in advance of the start of school. Additional training will be provided for every student during the required safety drills provided during the first week of school.

## Social-Emotional Well-Being

The district recognizes that the social-emotional well-being of students and staff during these challenging times is critically important. The district has made available resources and referrals to address mental health, behavioral, and emotional needs of students and staff.

The district will address the pandemic as a TIG (Trauma, Illness and Grief) event. As such, the district will have mental health staff prepared to triage situations and support students as needed. The district will also work to train staff to provide them with the skills to provide students the supports they will require.

Students will be surveyed to assess their emotional wellness:

- For students in grades K-5: parents/guardians will complete the survey on each child's behalf
- For students in grades 6-12: students will complete the survey themselves

The results of the survey will be received by August 14, 2020. The results will be reviewed for specific student needs and overall data trends which will help inform both our reopening and ongoing professional development. Follow-up surveys will be provided to assess emotional well-being periodically during the school year.

The district will review its comprehensive counseling plan and revise as necessary. Mental health support will be provided to staff, students and parents/guardians as needed. Students requiring mental health support will be referred to school mental health professionals. Outreach initiatives will be in place for students who do not return to school in the fall. Special considerations are warranted for students with pre-existing anxiety, depression, and other mental health conditions; children with a prior history of trauma or loss; and students in early education who may be particularly sensitive to disruptions in routine and caregivers. The district recognizes that students facing other challenges, such as poverty, food insecurity, and homelessness, and those subjected to ongoing racial inequities may benefit from additional support and assistance.

The district has a comprehensive school counseling plan which was developed under the direction of certified school counselors. The plan is reviewed periodically and updated as needed. In addition, the district has established an advisory council that involves shared decision-making and is comprised of families, students, members of the board of education, school building and district, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council informed the development of the comprehensive school counseling program plan. This program plan will be reviewed and updated to meet current needs.

Resources such as Employee Assistance Programs and other means to provide support and mental health services to staff will be established prior to reopening. EAP information is available for staff on the Staff Intranet.

The district will address professional development opportunities for staff regarding how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty and staff.

Instructional staff will be provided training in the following areas prior to students attending:

- Social-Emotional Learning, with topics to include:
  - Trauma-informed practices for the classroom setting
  - Utilizing community circles

- Resiliency in the classroom setting
- Culturally Responsive-Sustaining Education, with topics to include:
  - Creating a welcoming and affirming environment
  - Communication skills and social injustices
  - CR-SE Instructional practices

## School Schedules

Per current guidelines from NYSED and DOH, the district cannot meet all requirements to allow full in-person instruction for all students. The district can accommodate hybrid or remote instruction models under the current guidance. Students will follow a typical bell schedule under the hybrid model. Refer to the Teaching and Learning section for more information.

The district calendar will be altered to have four (4) days of professional development on Sept. 8-11 for staff to receive additional training to prepare for their students return. The first day of instruction for students will be Sept. 14.

For information about how school scheduling information will be communicated to students, families and staff members, visit the Communication/Family and Community Engagement section.

### *School Activities*

#### *Extracurricular*

Field trips, inter-group events, and extracurricular activities will be canceled through January 1, 2021. The district will reassess this decision at that time.

Further information will be acquired by the Gates Chili Central School District Athletic Director with guidance from the state regarding the reopening of school sports.

The district will utilize technology and educational websites for the purpose of virtual field trips.



## Attendance

The district recognizes the importance of student attendance and will use a variety of methods to engage students in the learning process. For the purpose of daily attendance tracking in all instruction models during the 2020-21 school year, attendance will be recorded in the district's student management system, SchoolTool. Staff will report students who are not in attendance or engaging in remote learning. Building staff will work creatively to reach out and engage students in the learning process. If necessary, staff will collaborate with local agencies to assist families with support.

## Technology and Connectivity

The district recognizes that adequate access to computing devices and high-speed internet are essential for education equity. Well before the COVID-19 pandemic, the district has been committed to leveraging the use of technology in a way that fosters student-centered learning, creates self-directed and collaborative learners and promotes global citizenship.

All students within the district will be provided with a laptop for the 2020-21 school year. The district will also provide a section on the website for the purpose of providing guidance and resources about hybrid and remote learning to students and parents/guardians. Prior to the start of the school year, the district will survey families and staff to have knowledge of their access to high-speed internet and provide reliable access to those in need.

The district's instructional technology team will collaborate with leaders and educators on designing effective remote instructional experiences and best practices. Ongoing technical support will be provided to staff, students, and parents/guardians through an internal ticket system and telephone hotlines.

Students will be provided instruction on the multiple ways to participate in learning and demonstrate mastery of New York State Learning Standards in remote or hybrid instruction models. This will be accomplished through the utilization of Education Law 2-d compliant digitally-rich resources and pedagogical best practices.

## Teaching and Learning

The school calendar typically includes one or more staff-only days before students arrive at school.

Acknowledging the challenges that teachers and staff have faced this spring delivering remote instruction under stressful circumstances, the district will focus these in-service days on providing support to staff in the areas of health and safety protocols, social-emotional wellness, culturally-responsive and equitable practices, and technology integration.

Staff will spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette at developmentally-appropriate levels.

Under all three instruction models, students will have routine scheduled times to interact and seek feedback and support from teachers. Diagnostic assessments will be used before a unit of instruction to assess student understanding of pre-requisite skills.

All instruction will continue to be aligned to the New York State Learning Standards.

Attendance will be taken daily and monitored to ensure that students are engaged on remote learning days.

When a remote or hybrid instruction model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes students with disabilities and English Language Learners (ELLs).

Acknowledging that the typical content in each grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for student success. Grading practices will follow a standards-based framework designed to provide direct feedback regarding mastery of course content.

Students and staff grades UPK-12 and parents/guardians will utilize Schoology as the Learning Management System. It will also serve as a communication platform between teachers, students and parents/guardians, in addition to the district's existing internal and external communication channels. Communication with families in their preferred language and mode will be provided by the district.

Parents/guardians who do not feel comfortable sending their child(ren) back to school for in-person or hybrid instruction may opt to have their child(ren) participate in a remote instruction model.

### *In-person Instruction*

Upon reopening, the number of students in each classroom will be reduced to adhere to current guidance regarding proper social distancing. Class size will reflect the need to ensure that student desks/seats are positioned no less than six feet apart. Students will wear face coverings when social distancing can't be maintained.

Accommodating a six-foot radius around students may necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

Elementary schools will emphasize grouping students by the same class/group of students and teacher (cohort) so each team functions independently as much as possible. Special-area classes and support services at the UPK-5 level will occur within the cohort rather than in a separate space. Special area teachers (i.e., library, art, music, physical education, etc.) and support service providers (intervention, ESOL, OT/PT, speech, special education teachers, etc.) will move into the classrooms of students in cohorts.

Secondary students are not able to be grouped in this fashion due to secondary schedules. With in-person instruction, students will wear face coverings, maintain social distancing, and attend classes as aligned with their schedules.

Schools will minimize the movement of students. This potentially means having students eat lunch in their classroom instead of the cafeteria and eliminating assemblies, field trips and other large-group activities. Whenever possible, outside spaces will be utilized. Staggered release for transition time and two-way flow of students in marked lanes in the hallway will occur districtwide. The district will adhere to 12 feet or current guidance between students when engaging in physical activity and/or performing arts in the school buildings.

For information on school schedules, refer to the School Schedules section.

For information about how in-person instruction information will be communicated to students and families, refer to the Communication/Family and Community Engagement section.

Per current guidelines from NYSED and DOH, the district cannot meet all requirements to allow full, in-person instruction for all students.

### *Hybrid Instruction*

A hybrid instruction model and schedule has been developed to ensure the continuity of learning. Student schedules will remain the same whether instruction is in person or remote. Over the course of a week students will be provided synchronous and asynchronous opportunities.

During in-person learning under the hybrid model, schools will emphasize grouping students by the same class/group of students and teacher (cohort) as much as possible so each team functions independently. Students in cohort groups will wear face coverings and maintain social distancing.

Elementary schools will emphasize grouping students by the same class/group of students and teacher (cohort) so each team functions independently as much as possible. Special classes and support services at the UPK-5 level will occur within the cohort rather than in a separate space. Special area teachers (i.e., library, art, music, physical education, etc.) and support service providers (intervention, ESOL, OT/PT, speech, special education teachers, etc.) will move into the classrooms of students in cohorts.

Secondary students are not able to be grouped in this fashion due to secondary schedules. With in-person instruction, students will wear face coverings, maintain social distancing, and attend classes as aligned with their schedules.

The number of students in a building will be reduced by creating instructional groupings using the proposed schedule:

- **Group A:** Students with the last name beginning with A-L will attend in person on Monday and Thursday; participate in remote learning with synchronous opportunities on Tuesday, Wednesday and Friday
- **Group B:** Students with last name beginning with M-Z will attend in person on Tuesday and Friday; participate in remote learning with synchronous opportunities on Monday, Wednesday and Thursday
- **Group C:** English Language Learners (ELLs) and special education students will attend in person on Monday, Tuesday, Thursday and Friday
- **Group D:** Students who choose to participate in remote learning 100% of the time

Family units will be on the same schedule, regardless of last names.

Instructional staff will plan their instruction on a weekly basis with in-person, synchronous, and asynchronous opportunities throughout the week. Instructional staff will continue to provide opportunities for students on Wednesdays when all students are participating in remote learning.

Instruction will focus on core subject areas as well as elective/special area courses. Hands-on and lab-based activities will be prioritized during in-person instruction days.

To ensure high-quality remote learning experiences in the hybrid model, the district will standardize the use of a single online learning platform, Schoology, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students and staff may also use Microsoft Office 365 programs to engage in a collaborative way during remote instruction.

Grading practices will follow a standards-based framework designed to provide direct feedback regarding mastery of course content.

### *Remote Instruction*

A remote instructional plan has been developed to ensure the continuity of learning. This plan will be used for families that chose this option, as well as in a situation where the entire district needs this option due to state or local guidance.

Each course and grade level will align to their State Standards and District curriculum when planning and developing remote learning opportunities. Instructional staff will plan their instruction on a weekly basis with synchronous and asynchronous opportunities throughout the week. All students will have scheduled times to interact and seek feedback from their teachers.

The district will offer a streamlined program of studies to students choosing remote only. This model will require an increased level of independent learning as compared to the in-person and hybrid models.

To ensure high-quality remote learning experiences, instructional staff will utilize the district-identified platforms such as Schoology and APEX Learning. The district will develop a common, coordinated set of guidelines for instructional staff to follow when using the platform with students. Students and staff may also use Microsoft Office 365 programs to engage in a collaborative way during remote instruction.

For information about how remote and hybrid instruction information will be communicated to students and families, refer to the Communication/Family and Community Engagement section.

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please go to [www.monroe2boces.org](http://www.monroe2boces.org). For information regarding the district's community-based partner for Universal Pre-Kindergarten (UPK), refer to Appendix C.

## Special Education

Under all three instruction models, the district will address the provision of free appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education services.

- **In-person:** Students will receive their programs, services, accommodations, and modifications as outlined in their IEPs.
- **Hybrid:** Students with disabilities will be afforded the opportunity to attend in person four out of five days to ensure that their recommended programs, services, accommodations, and modifications, as outlined in their IEPs, are provided to the greatest extent possible.
  - On the day the students will receive remote instruction, asynchronous learning opportunities will be available to learners to ensure that they have access to the general education curriculum to the greatest extent possible.
- **Remote:** Students will receive synchronous and asynchronous learning opportunities to participate in specially designed instruction and related services.

### Documentation and Communication

- **In-person:** Student attendance will be documented daily and progress will be monitored throughout instructional times. All minutes of related services provided will be documented in the related service log in Frontline IEP. Progress monitoring data will be shared at the schedule indicated per each student's IEP.
- **Hybrid:** Students with disabilities will attend four out of five days. Therefore, program participation will be documented through student attendance and progress monitoring data collected during times of instruction. Additionally, all minutes of related services will be recorded in the related service log in Frontline IEP. Progress monitoring data will be shared at the schedule indicated per each student's IEP.
  - On the day the students will receive remote instruction, teacher and related services providers will provide learning tasks and materials that will extend and enhance in-person learning opportunities.
- **Remote:** Case managers and related service providers will record opportunities, synchronously and asynchronously, to provide services to individual students. Progress will continue to be monitored, determined by tasks completed, and this information will be shared with parents/guardians at the scheduled times per each student's IEP.
  - Communication related to this will occur via a district-level correspondence to families. Additionally, parents/guardians will be provided communication, be it written or via telephone, from case managers and related service providers.

The district will provide access to necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students.

- **In-person:** Student with disabilities will have full access to necessary accommodations, modifications, supplementary aids and services, and technology as per their IEP.
- **Hybrid:** Students will attend four out of five days. Therefore, students will be provided access to necessary accommodations, modifications, supplementary aids and services, and technology as per their IEP.

- On the day the students receive remote instruction, case managers and related service providers will ensure that materials provided are tailored to the unique needs of the students and thus contain any appropriate accommodation and/or modification as per the students' IEPs.
- **Remote:** Students will have the opportunity to learn synchronously and asynchronously. Case managers will work to ensure that all proper accommodations are provided and modifications are made to work provided so that students can fully access the general education curriculum to the greatest extent possible. Related service providers will tailor their instruction to ensure that materials provided are done so with proper accommodations and modifications as per the students' IEPs.

For information about regular communication and engagement with parents/guardians of special education learners, visit the Communication/Family and Community Engagement section.

## Bilingual Education and World Languages (English as a New Language)

The district will comply with the English Language Learners (ELLs) identification and initial enrollment process as required by Commissioner's Regulations Part 154.

Required instructional units of study for ELLs will be provided based on their most-recently-measured English language proficiency level during in-person or hybrid instruction. Instructional staff will be encouraged to use visuals and demonstrations on hygiene and safety protocols such as hand-washing. Staff will check student understanding of that information.

The district will use a variety of resources to translate communication for parents/guardians and students. These include in-person interpreters, written translations, bilingual glossaries for students, over-the-phone interpreting services, as well as digital tools.

If schools are closed or closing due to COVID-19, ELL families will have access to all updates in their identified languages.

For information about regular communication and engagement with parents/guardians/guardians of English-language learners, refer to the Communication/Family and Community Engagement section.



## Staff

### *Teacher and Principal Evaluation System*

All teachers and principals will continue to be evaluated pursuant to the district's approved APPR plan.

### *Certification, Incidental Teaching and Substitute Teaching*

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or education law.

## Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

## Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#) (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

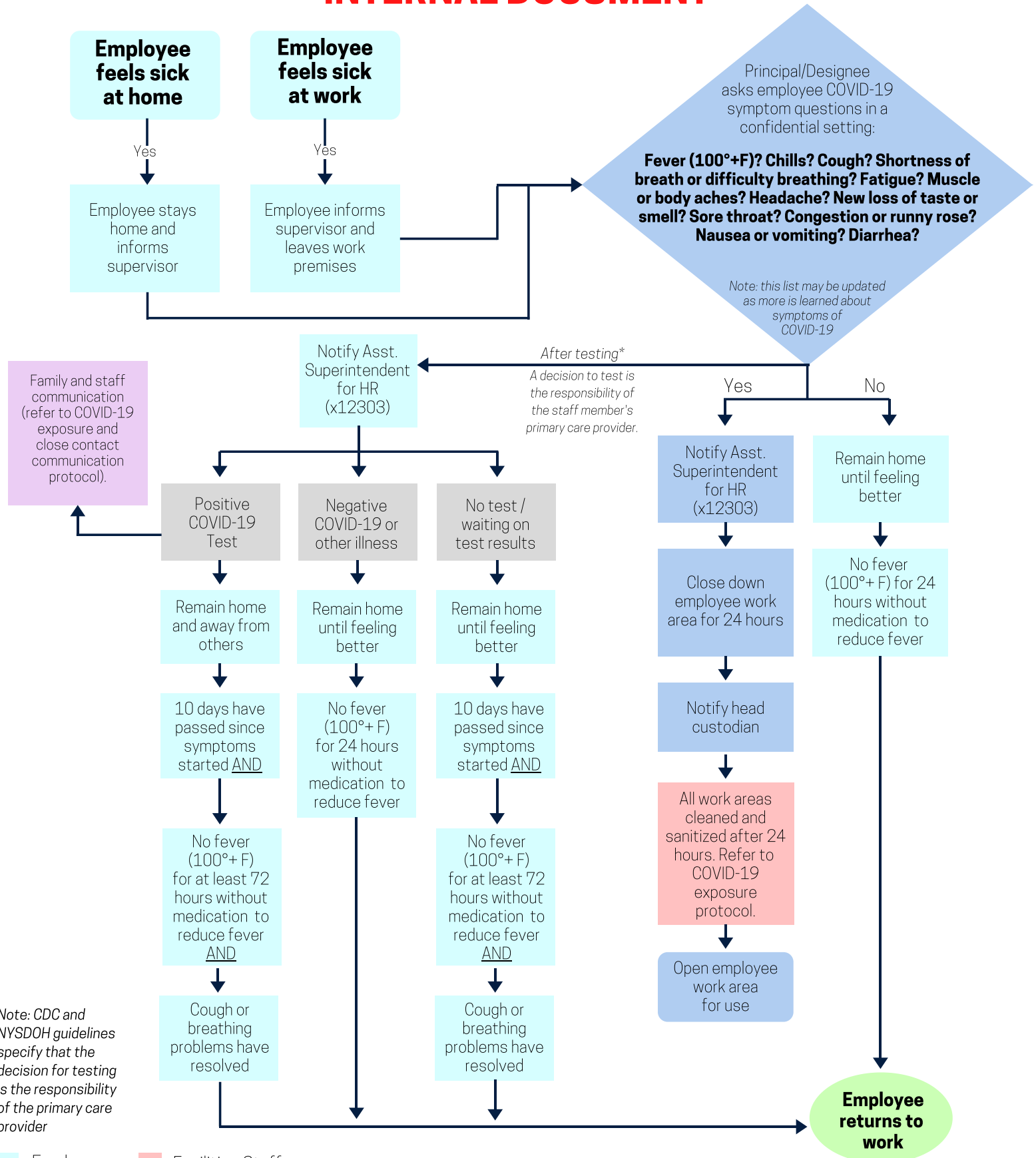
*Once finalized, reopening plans must be posted on the district's website. By July 31, 2020, districts will need to complete a survey through the Portal, providing NYSED with:*

- *A link to the public website where each school plan has been publicly posted*
- *A set of mandatory assurances that the reopening plan includes all of the mandatory elements outlined in the NYSED guidance*

*NOTE: Information submitted through the Portal will not include detailed narratives or descriptions of specific actions to be taken by a school or district as part of their reopening plan; those details must be articulated in the materials that are publicly posted on the school/district website.*

*Also, by July 31, 2020, districts must complete a short companion [Department of Health survey that includes a link to the publicly posted plan on the district/school website.](#)*

**INTERNAL DOCUMENT**

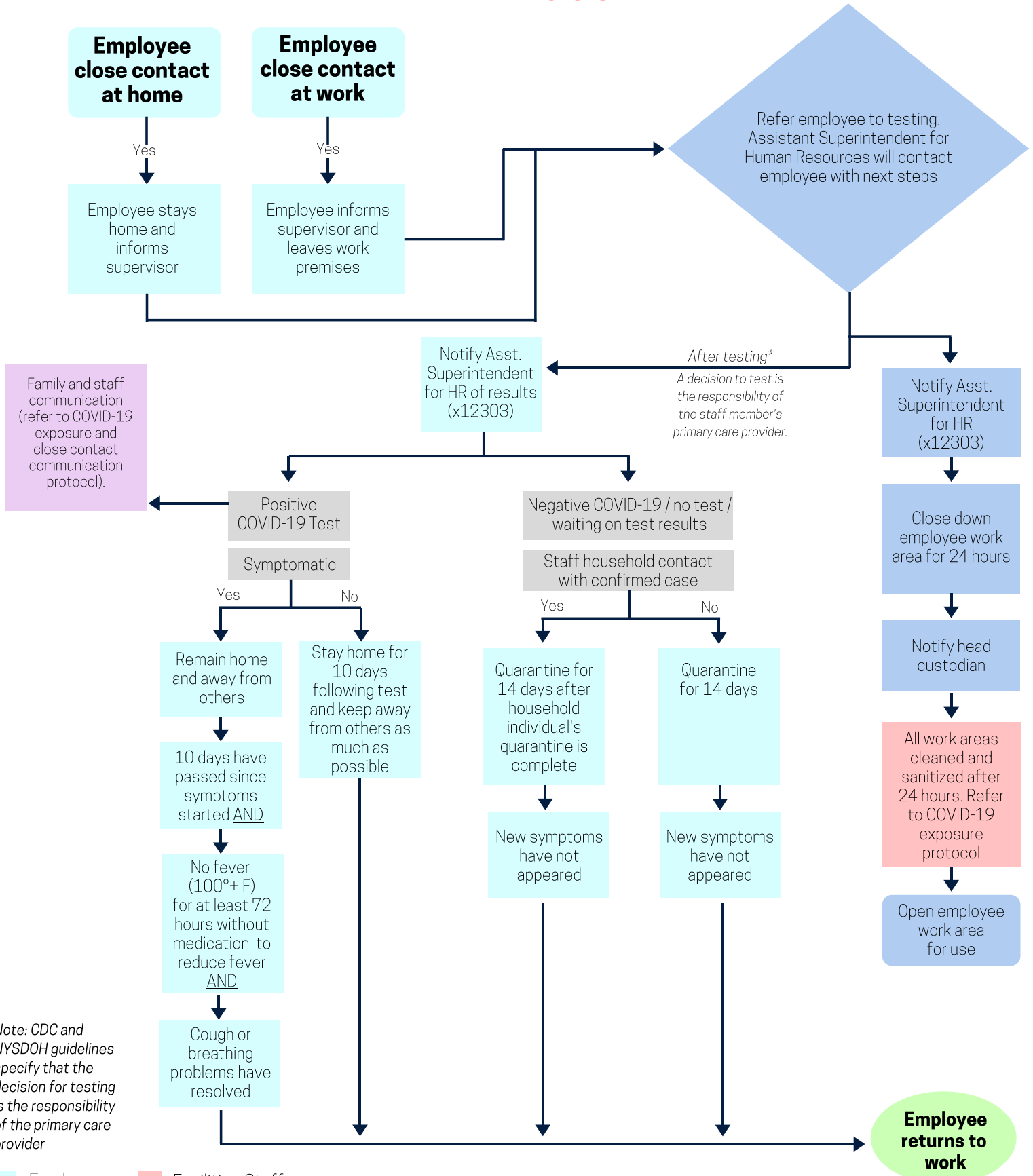


Family and staff communication (refer to COVID-19 exposure and close contact communication protocol).

Note: CDC and NYSDOH guidelines specify that the decision for testing is the responsibility of the primary care provider

- Employee
- Facilities Staff
- Supervisor
- District Office

**INTERNAL DOCUMENT**



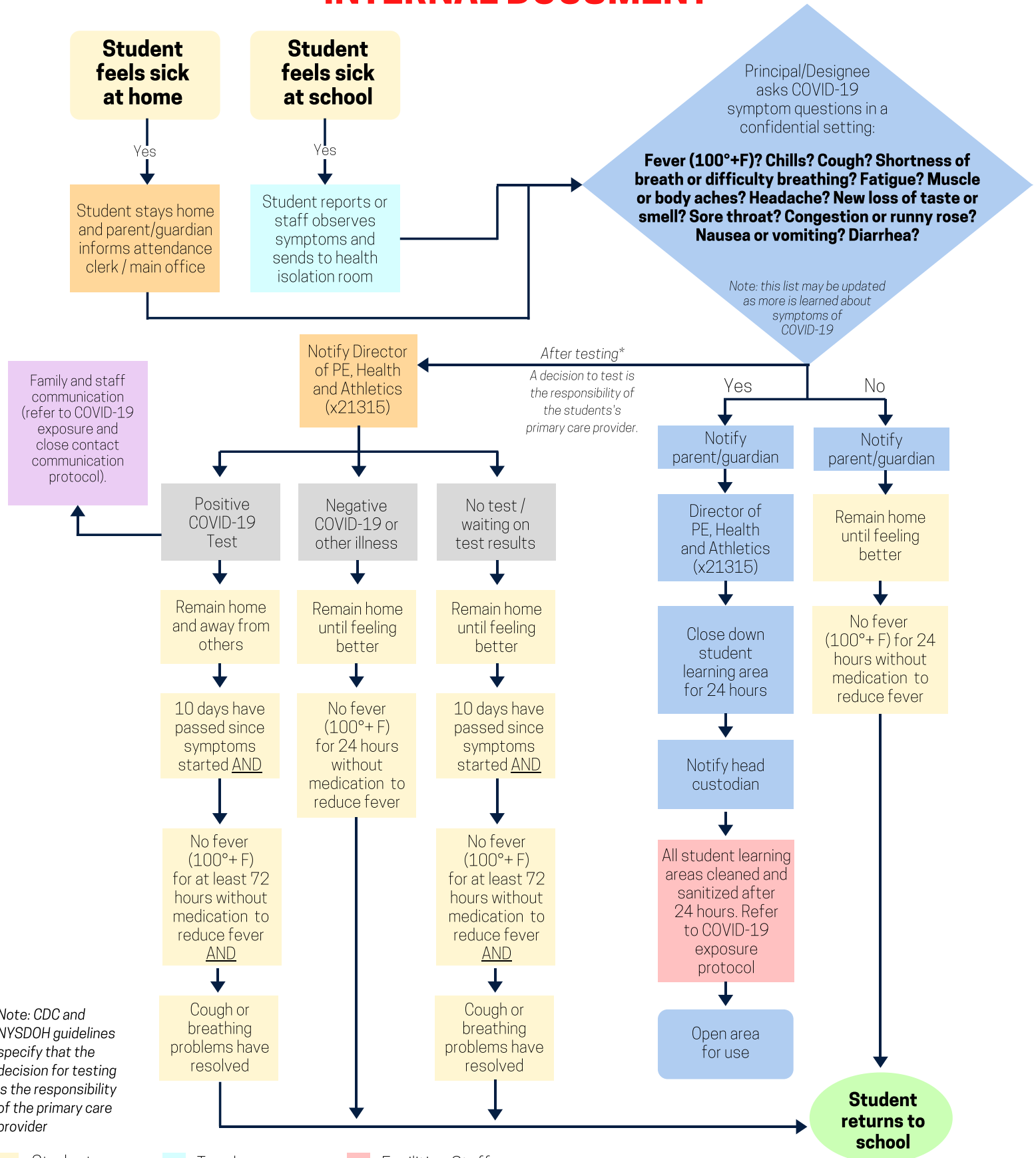
Family and staff communication (refer to COVID-19 exposure and close contact communication protocol).

After testing\*  
A decision to test is the responsibility of the staff member's primary care provider.

Note: CDC and NYSDOH guidelines specify that the decision for testing is the responsibility of the primary care provider

- Employee
- Facilities Staff
- Supervisor
- District Office

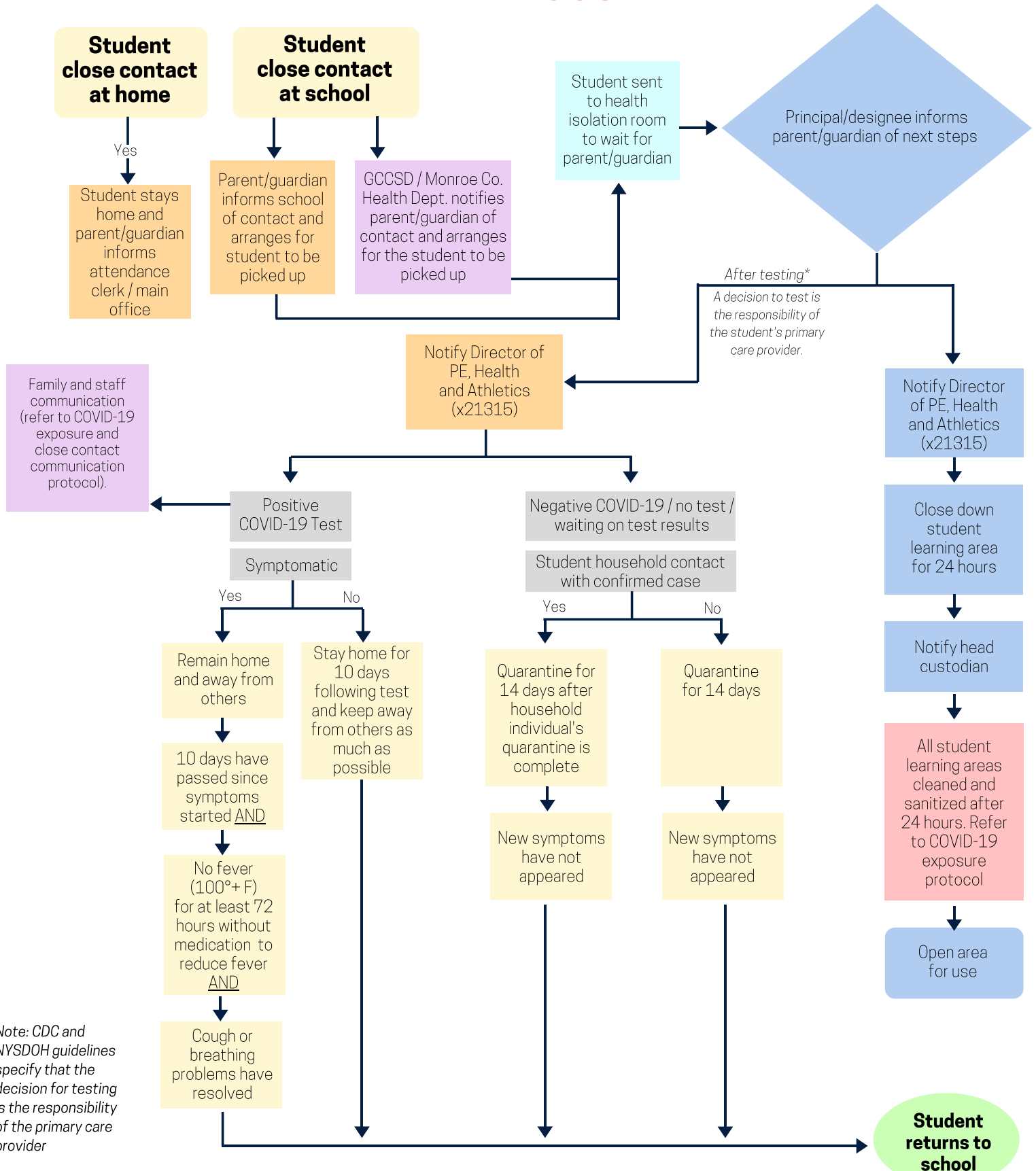
**INTERNAL DOCUMENT**



Note: CDC and NYSDOH guidelines specify that the decision for testing is the responsibility of the primary care provider

- Student
- Teacher
- Parent/guardian
- Principal/designee
- Facilities Staff
- District Office

**INTERNAL DOCUMENT**



Note: CDC and NYSDOH guidelines specify that the decision for testing is the responsibility of the primary care provider

- Student
- Teacher
- Facilities Staff
- Parent/guardian
- Principal/designee
- District Office

## Proposed Instruction Models

The New York State Department of Health requires districts to have plans in place for three instruction models: in-person, remote and hybrid. While the district hopes for a swift return to in-person instruction, the fact remains that the situation is changing every day and schools may need to alternate between these three plans during the school year.

IN-PERSON	REMOTE	HYBRID
All Gates Chili students and staff will attend school in person up to five (5) days per week. With July 2020 guidelines, the district cannot fully implement this instruction model.	All Gates Chili students will participate in full-time remote instruction through the use of personal electronic devices with Gates Chili teachers delivering course content to students remotely.	On defined days, some Gates Chili students learn remotely while others learn in person at school. All Gates Chili students will learn remotely one day per week.

## Proposed Hybrid Instruction Explained

The hybrid instruction model limits the number of students in classroom, on buses and in hallways, while still providing beneficial face-to-face instruction. All Gates Chili students will learn remotely on Wednesdays under this model.

- **Group A** are students with last names A-L; attend school on Monday and Thursday; remote instruction takes place on Tuesday, Wednesday and Friday
- **Group B** are students with last names M-Z; attend school on Tuesday and Friday; remote instruction takes place on Monday, Wednesday and Thursday
- **Group C** are English Language Learners (ELLs) and special education students; attend school in person on Monday, Tuesday, Thursday and Friday; remote instruction takes place on Wednesday
- **Group D** are students who choose to learn remotely 100% of the time for the first semester

Family units will be on the same schedule, regardless of last names. Upon NYSED approval of the plan, families will be able to request to make a change or sign up for placement in Group D. Instructional staff will continue to provide opportunities for students on Wednesdays when all students are participating remotely. During this time, each school will be thoroughly cleaned and disinfected.

	● In-person instruction		▲ Remote instruction		
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A	●	▲	▲	●	▲
Group B	▲	●	▲	▲	●
Group C	●	●	▲	●	●
Group D	▲	▲	▲	▲	▲

Imagination Childcare Academy, Inc.

Reopening Plan 2020-2021 School Year

We have been open through the pandemic. As a licensed childcare facility we have been required to follow many of these CDC guidelines well before COVID arose. WE have always required handwashing upon arrival, before/after eating, after using the bathroom, after coming in from outdoors, before/after sand/water play and any other time they are soiled. We have handwashing sinks in every classroom and we also carry hand sanitizer in each classroom's emergency bag. We have also always been required to conduct daily health checks, and have since added the COVID screening questions to that drop off process.

In-Person

- Daily Health checks for all students, staff and essential visitors (includes temperature check and screening questions). All screenings are documented and kept on file.
- All staff and adults will be required to wear masks at all times when in the building and/or interacting with the children and unable to maintain a 6-foot distance. Masks will be worn at all times when in the classroom.
- Any person who becomes ill throughout the day will stay in the office until a parent/caretaker is able to come pick up the child.
- All parents/caregivers are required to read and sign COVID policies and procedures.
- Every classroom will be cleaned and disinfected two times daily, according to our classroom cleaning checklist (attached).
- Signs are posted throughout the hallways, in every classroom, entryways and bathrooms to remind people to socially distance themselves, wash hands and to wash hands frequently.
- We will have separate entries for each classroom to allow room for 6-foot distancing at arrival & departure times, so all children can be screened appropriately before entering his/her classroom.
- We will start entry at 9:10-9:20 UPK1 (main door), UPK2 (Side door), UPK3 (Church door) to allow families time to stagger entrance and at 9:20-9:30 for UPK4, (main door), UPK5 (Side door), UPK6 (Church door)
- Dismissal will begin at 2:10-2:20 for UPK1 (main door), UPK2 (Side door), UPK3 (Church door) and at 2:20-2:30 for UPK4, (main door), UPK5 (Side door), UPK6 (Church door)
- As social distancing is tough for preschool age children to understand, we will focus on educating students on the importance of proper hand washing and making sure to cover mouths when they cough or sneeze.



## Remote

We will use See Saw app to stay connected to families, post daily learning tasks and recordings of morning meeting and small group instruction.

We will use Zoom to engage children every day at 10am for morning meeting. We will also record it so families who are unable to participate at that time can engage later.

Teachers will be required to do a Daily attendance check to monitor children who are participating and will follow up daily with children who are not.

Wireless internet will be completely redone to accommodate wireless throughout the building

All children will receive laptops from the district.

Teachers will call and email parents of children who did not participate for the day.

If a child is absent due to illness, parents will be required to contact the teacher to let him/her know so that it can be documented.

## Hybrid

9 students attend 9:30-2:30 M & T

9 students attend 9:30-2:30 TH & F

All students remote on WED.

Daily Health checks for all students, staff and essential visitors (includes temperature check and screening questions). All screenings are documented and kept on file.

-All staff and adults will be required to wear masks at all times when in the building and/or interacting with the children and unable to maintain a 6-foot distance. Masks will be worn at all times when in the classroom.

-Any person who becomes ill throughout the day will stay in the office until a parent/caretaker is able to come pick up the child.

-Every classroom will be cleaned and disinfected two times daily, according to our classroom cleaning checklist (attached).

-Each classroom has some children who need full day care and attend our wrap around program. We will allow those children to attend on the days they are not scheduled to attend for UPK for a fee (paid for by the parents). We plan to include 9 children in each class, plus a max of 6 full day kiddos, for a total of 15 in each classroom. Morning meeting and small group instruction will be recorded and made available daily on each classroom's SeeSaw page.

#### IF A STAFF MEMBER AND/OR CHILD SHOWS SYMPTOMS WHILE IN SCHOOL:

-The staff member will be sent home and not allowed to return until symptom free for 48 hours and returns with a Dr. note saying he/she has tested negative for Covid 19.

-The child will be brought to the office where he/she will wait for a parent to pick him/her up. The child may not return to school until he/she has been symptom free for 48 hours and returns with a Dr. note saying he/she has tested negative for Covid 19.

#### IF A STAFF MEMBER AND/OR CHILD TESTS POSITIVE FOR COVID 19:

The NYS Health Department (1-888-364-3065) and Monroe County Health Department (1-585-753-2991) will be immediately notified. All staff, parents and caregivers will be immediately notified. We will follow the guidance of the Health Department as to whether to close the classroom or the entire facility to have it deep cleaned. We will reopen when the Health Department has deemed it safe to do so.

We will likely dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting our school and for custodial staff to clean and disinfect the affected facilities. We will Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

#### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

## Family Engagement

Instructions will be sent to parents via email and mail to explain how to access online learning and the expectations for online learning.

We will have 6 parent informational sessions, where one parent/caregiver will be asked to come so that we can explain policies procedures and expectations for involvement. These will be held in the church where each parent can sit at a pew and be socially distant. All people will be required to wear masks. (UPK families--August 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> 2-3 pm, August 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> 4-5pm) (Private Side—August 24<sup>th</sup> 2-3pm, 4-5 pm)

Provide parents with resources they can use to help their children at home.

Parent Survey to see how comfortable they are with in-person learning and which way they feel they can best support their children at home (paper/pencil or online apps).  
What will they need help with

Offer a technology class to show parents how to access SeeSaw and post things.