



## Spencerport Central School District

Road map to  
**reopening**  
SpencerportCSD  
**2020**



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## SPENCERPORT CENTRAL SCHOOL DISTRICT

### Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person instruction 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 IV 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.

While districts have been instructed to prioritize efforts to return all students to in-person instruction, the district is also planning for remote learning as well as a for a hybrid model that combines in-person instruction and remote learning. Parents will always have the choice to remain in the remote learning model.

The plan outlined here is for the reopening of schools in the Spencerport Central School District (SCSD) for the 2020-21 school year.

The health and safety of our staff and students is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our 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 \(NYSED\)](#).

It is possible that we 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 our decision making as we move to open our schools.

Tim O'Connor, Director of Student Services will serve as the district's COVID-19 Coordinator. 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 following the best practices per state and federal guidelines. Building administrators are designated as the COVID-19 coordinator for each building.

#### Contact info:

Bernabi Elementary School, David Caiazza, Principal, 585-349-5400

Canal View Elementary School, Denise Lemcke, Principal, 585-349-5700

Munn Elementary School, Michael Canny, Principal, 585-349-5509

Taylor Elementary School, Telcie Pincelli, Principal, 585-349-5600

Cosgrove Middle School, Jim Centola, Principal, 585-349-5300

EJ Wilson High School, Sean McCabe, Principal, 585-349-5200

For employee concerns and illness reporting, employees should contact the Director of Human Resources at 349-5120.



## SPENCERPORT CENTRAL SCHOOL DISTRICT

### Executive Summary

For those who prefer an abbreviated version of our SCSD Roadmap to Reopening, this section is for you! In Spencerport, our school community's desire for information is as varied as the diverse learners we serve. We develop lengthy plans to satisfy those who are interested in the planning process and want access to detailed data and information. We also know that it can be overwhelming for some members of our school community and not everyone is interested in that much information. Here's what students, staff, and families need to know about the upcoming 2020-21 school year.

1. For those interested, a copy of the 2020-21 SCSD School Calendar can be found on the website. You will note that the start of the school year is delayed so that we can provide professional learning opportunities for staff members on remote learning, the hybrid model and health and safety protocols. The SCSD Board of Education approves any modifications to the school calendar, and the Superintendent of Schools will notify you of any changes. In the absence of any notification of changes, please plan to follow the dates outlined in the school calendar.
2. The health, safety, and well-being of our students and staff is our top priority. As recently as July 13, the State issued health guidelines indicating that all students will be expected to wear a mask or face covering where 6ft. of social distancing cannot be maintained. Masks will need to be worn on school buses, but not during meals or instruction where students are seated 6ft. apart. We anticipate that meals will be served in the cafeteria on a rotating basis.
3. Our SCSD faculty and staff have learned a lot in the past five months. We recognize that we may be engaged in this new way of learning for some time or until a vaccine is found and manufactured. We are working to increase our capacity to address our students' needs in a remote learning environment and you can expect changes in the fall. The teaching and learning experience in September will be different from the remote learning you experienced during the emergency closure that began in March.
4. The State, possibly on a regional level, will make the determination as to whether the district is allowed to operate in a hybrid learning model or must move to the full-remote model. Everyone should prepare for a return to full remote learning if the health indicators dictate.
5. We plan to start the 2020-2021 school year with two models:

OPTION A: REMOTE LEARNING: Students (K-12) who select for this model will engage in 100% remote (synchronous and asynchronous) teaching and learning experiences.

OPTION B: HYBRID MODEL OF TEACHING AND LEARNING provides K-12 students and staff with a combination of in-person and remote teaching and learning experiences. For the 2020-21 school year only, all K-12 students will be divided into two cohorts and attend school for in-person instruction two days per week, coupled with three days per week of online learning. Students in the Blue Group will attend school in-person on Monday and Thursday, with remote learning on



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Tuesday, Wednesday, and Friday. Students in the Gold group will attend school in-person on Tuesday and Friday, with remote learning on Monday, Wednesday, and Thursday. A third group of 8:1:1 special education students will attend in-person instruction Monday, Tuesday, Thursday, and Friday. A fourth group of special education students, English Language Learners (ELL), and Pre-K students, will attend school five days per week. For groups 1-3 Wednesdays are reserved for online learning.

6. Parents/guardians will select the remote or hybrid learning model by completing the online Enrollment Intent form no later than August 6, 2020. In order to properly prepare and staff schools for the start of school in September, we will automatically place families who do not respond to the online Enrollment Intent form by August 6, 2020 in the hybrid option noted above. \*Important: SCSD families with multiple children must complete a separate form for each child.
7. For families that select the hybrid option the Enrollment Intent form will be used to place students evenly into the Blue or Gold group.
8. Once an option is selected your child will remain in that option until at least October 30, 2020.
9. We reserve the right to make changes to any and all aspects of this SCSD Roadmap to Reopening, as we consider community feedback, additional guidance from the State, and continue to monitor COVID-19 trends.

## Communication/Family and Community Engagement

### Data Sources Informing our Plans

To help inform our reopening plan, the district has sought feedback and input from stakeholders, including faculty, staff, administrators, students, parents/guardians, local health department officials and health care providers, employee unions and community groups. Our Reopening Task Force members are:

Instruction	Operations
Cory Allen, Chief Information Officer, Co-Chair	Jonathan Saltzberg, Exec. Dir. Of Op., Co-Chair
Greg Kincaid, School Board Member	Dan Milgate, Superintendent
David Gibbardo, School Board Member	Gary Bracken, School Board Member
Lori Stone, School Board Member	Rick Wood, Assistant Superintendent for Business
Ty Zinkiewich, Assistant Superintendent for Instruction	Jamie Lissow, Assistant Superintendent for Human Resources
Kristen Paolini, Director of Curriculum	Lanette Cypher, Director of Communications
Andrea Pascuzzi, Director of Special Education	Nelson Drake, Director of Facilities
Tim O'Connor, Director of Student Services	Gary Miner, Director of Food Services



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Lisa McCarthy, Director of Professional Learning	Julie Churnetski, Director of Transportation
David Caiazza, Elementary Principal	Jennifer Placito, Director of PE, Health, and Athletics
Telcie Pincelli, Elementary Principal	Christina Bowerman, Community Programs Director
Michael Canny, Elementary Principal	Jackie Nentarz, High School Teacher
Denise Lemke, Elementary Principal	Cindy Ridd, Cook Manager
Jim Centola, Middle School Principal	Brandon Gurnsey, Sr. Automotive Mechanic
Sean McCabe, High School Principal	Rita Jolly, Cleaner
Jessica Silsby, High School Assistant Principal	Larry Becker, Bus Driver
Tracey D'Alonzo, Middle School Assistant Principal	Stephanie Botelho, School Nurses
Sue Chatterton, Elementary Teacher	Julie Gilliard, Administrative Assistant
Jackquelyn Woodard, Middle School Counselor	Tony Pisa, Parent/Community Liaison
Amy Gillett, High School Counselor	Matthew Barczy's, Parent/Community Liaison
Christina Buckner, High School Teacher	Kevin Thornton, Parent
Teresa Zappia-Sinicropi, Physical Therapist	
Joseph DiTucci, High School Teacher	
Jeanne Pacitto, Elementary School Counselor	
Dawn Hoadley, Elementary Teacher	
Emmy Thevanesan, Cosgrove Teacher	
Erin Hassall, Family Support Center	
Ellen Boraccia, Teaching Assistant	
Janet Gaylor, Paraprofessional	
Mary Jean McQuilkin, Administrative Assistant	
Cheryl Ebertz, Teaching Assistant	
Megan Ingram, Parent	
Trisha Buscemi, Parent	
Megan Sarkis, Parent	
Janelle Young, Parent	
Renee Cleare, Parent	
Jessica Weidenhofer, Parent	
Zahra's Gazle, Student	
JamieLynn Gallagher, Student	
Sophia Buono, Student	

### Engagement

Engagement efforts included online surveys, task force meetings, numerous staff and family communications, and one-on-one correspondence and conversations. Surveys were administered through June and July and used as a tool to gather perspectives from a broad range of stakeholders. SCSD administered a parent survey on student experiences with remote learning (a summary of results can be accessed on the district website) which will be used to make adjustments for the fall. In July, parents were surveyed regarding the learning models for the fall and their intentions for sending their



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students back to school in the fall. Staff were also surveyed about their comfort levels with safety protocols, the learning models, and return to work questions.

Further, we take the present COVID-19 context—the assumption that the pandemic likely will remain well into the 2020-21 school year—and factor it into the analysis. The lessons learned during the 2019-20 school year, along with further developments over the summer, will continue to inform our planning for the upcoming school year.

### Other Considerations

Beyond the experiences of our students, staff, and families, SCSD also considered information from many other sources and consulted experts across disciplines, as we developed our Roadmap for the upcoming school year. Examples include:

<ul style="list-style-type: none"><li>• COVID-19 cases and trends</li><li>• Best practices from our nursing staff, the local Board of Health, the NYSDOH, and the CDC</li><li>• Current inventory of personal protective equipment (PPE) and future needs</li><li>• Assessment of facilities and spaces</li><li>• Enrollment and building capacity</li><li>• SCSD curriculum, instruction, and assessments</li></ul>	<ul style="list-style-type: none"><li>• Budgetary and fiscal constraints</li><li>• State and federal guidelines and requirements</li><li>• Examples of plans from other states and districts</li><li>• Special population needs</li><li>• Developmental needs of students</li><li>• Bussing and transportation</li><li>• Staffing patterns and personnel</li><li>• Technology</li></ul>
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### Communication Plan

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 <https://www.spencerportschools.org/home>, and will be updated throughout the school year, as necessary, to respond to local circumstances. The link to the plan appears on the website homepage, using a consistent, ADA-compliant infographic for visitors to easily locate:



The infographic includes a link to one section and includes alt-text for accessibility requirements. The SchoolMessenger website system offers the following built-in options for translation: Spanish, Cantonese, French, German, Italian, Tagalog, Vietnamese, Korean, Russian and Hindi.

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,





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parents/guardians, visitors, education partners and vendors. The district will use its existing communication channels – including our SchoolMessenger notification system for automated phone and email messages; website; mobile app; district newsletter (Cornerstone); staff emails; and social media accounts, consisting of Facebook, Instagram and Twitter.

Appropriate signage has been displayed and incorporated to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic. Staff and students will be trained on COVID-19 protocols. SCSD utilizes the Qualtrics platform to translate letters, website updates, and emails into other languages.

The district is committed to establishing and maintaining regular channels of communication and has reviewed and determined which methods have proven to be the most effective in communications with our school community. Based on our parent survey, families prefer messages via:

1. Email (44%)
2. Robocalls (22%)
3. Letters (15%)
4. Social Media (9.5%)
5. Website (9%)

The district will rely on the above methods, as well as video tutorials/trainings, to communicate news, requirements and updates related to reopening and in-person instruction, including social distancing requirements, proper wearing of face coverings and proper hand and respiratory hygiene. The information that we will share will be based on state guidance and information from the Monroe County Department of Health.

In support of remote learning, the district will make computer devices available to students and teachers who need them. The district will provide students and their families with multiple ways to contact schools and teachers during remote learning.

The district will use existing internal and external communications channels to notify staff, students and parents/guardians about in-person, remote and hybrid school schedules with as much advance notice as possible. SCSD will use its automated notification system to inform parents/guardians sorted and personalized according to school.

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. SCSD uses the SchoolMessenger system for its notifications to families, and further uses the Qualtrics platform to translate communications into additional languages.

The district is committed to ensuring that all of its students and their families are taught and re-taught new expectations related to all health and safety policies and protocols. As part of this continuous training, the district will assess the best approach to communicating the information for each students' age group and will provide frequent opportunities for students to learn new protocols. This targeted



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education will help ensure that all 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 (how to wear and remove)
- Social distancing
- Respiratory hygiene
- Identifying symptoms

The protocols for these areas are outlined in the Health & Safety section of our reopening plan.

Educational opportunities will be provided for students and their parents/guardians during the first week of school and reiterated each week thereafter. During the first week of school the curriculum will focus on the social emotional health of returning students as well as the Health and Safety protocols outlined within this plan. Content instruction will then be phased in as safety skills are learned. Students will be provided age appropriate reminders regarding hand hygiene, face coverings, social distancing, respiratory hygiene, and identifying symptoms. Students and parents/guardians will also be instructed in the daily health screening procedures outline in the Health and Safety section of our reopening plan.

Parents/guardians will be required to complete a daily electronic health screening form prior to their child's arrival at school. During the daily health screening parents will be asked to indicate whether their child is suffering from symptoms and be directed to keep the child at home. Should a child screen positive for COVID-19 symptoms parents/guardians should contact the building health office for their respective child.

Bernabi Elementary Health Office .....585-349-5451

Canal View Elementary Health Office .....585-349-5751

Munn Elementary Health Office .....585-349-5551

Taylor Elementary Health Office .....585-349-5651

Cosgrove Middle School Health Office .....585-349-5351

EJ Wilson High School Health Office .....585-349-5253/349-5252

Students are also required to notify the health office when they develop symptoms or if their answers to the questionnaire change during or outside school hours. Students who develop symptoms during the day or outside school hours should contact their building health office. Staff who develop symptoms should contact their supervisor.

The district will create and deploy signage throughout the district to address public health protections for students and staff, surrounding COVID-19. Signage will address protocols and recommendations in the following areas:

- Proper use of personal protective equipment (PPE)
- Acceptable face coverings and requirements related to their wear
- Hand washing
- Adherence to social distancing instructions
- Symptoms/prevention of COVID-19



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In addition to signage, the district will encourage all students, staff and visitors through verbal and written communication to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when social distancing cannot be maintained.

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. These procedures are outlined in the Health & Safety section of our reopening plan,

[https://www.spencerportschools.org/district/road\\_map\\_to\\_reopen\\_spencerport\\_c\\_s\\_d](https://www.spencerportschools.org/district/road_map_to_reopen_spencerport_c_s_d)

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

### Closures

Should a classroom, building, or the district require closure, this will be communicated through aforementioned means of communication.

Protocols for closures are included in the Health and Safety section on School Closures.

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## Health & Safety

The health and safety of our students and staff is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our 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, and apply to all activities, (e.g. athletics, extracurricular activities and facilities use), for the 2020-21 school year should in-person schooling and activities resume. Anyone with questions or concerns should contact our COVID-19 safety coordinator Tim O'Connor at [Toconnor@spencerportschools.org](mailto:Toconnor@spencerportschools.org) or 349-5151

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.

COVID-19 Health and Safety protocols apply equally across all reopening plans, full return, hybrid, and full remote learning, unless specifically separated.

### Building Capacity

#### Full Return



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The district has determined that the current DOH guidance prohibits the complete student population from returning to school at the same time. Social distancing guidelines do not permit the full student body to enter the buildings or utilizing transportation given space limitations.

### Hybrid Model

The district has engaged in an evaluation of available spaces for conducting instruction and serving meals within social distancing guidelines. Based on current DOH social distancing guidelines the district has determined that the student population will be limited to approximately 50% due to facility constraints. Students will be separated into cohorts which will limit the size of the population. Building size would allow for 100% of staff to be in the buildings while students are present.

In addition, classrooms have been measured and furniture has been laid out to determine the maximum number of students which can occupy a given classroom space based on 6ft. social distancing guidelines. Buildings will develop seating plans for cafeterias and other spaces to maximize use of space while maintaining social distancing. Gymnasiums may be used during mealtimes as expanded seating areas. Where social distancing cannot be maintained masks and face coverings will be required.

### Full Remote Learning

Students will not be permitted in district facilities unless invited for mandated meetings.

### Health Screening 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. Protocols 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. Parents/guardians and staff will be provided training on completing the electronic screening process and evaluating their child for signs of illness, prior to the start of the school year.

The Spencerport Central School District will implement the following practices to conduct mandated health screening. The district recognizes that the screening process will be cumbersome and could delay the start of the instructional day, especially when school is just reopening. Students must be screened before arrival, however if a student requires screening upon arrival, they will not be penalized for arriving to class late or otherwise singled out.

### Process

Prior to entering any district building, students and staff must be screened through a temperature check each morning and COVID-19 related health questionnaires. The self-screening assessment will address

- (1) COVID-19 symptoms without a known cause in the past 14 days,
- (2) positive COVID-19 test in past 14 days, and/or



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(3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

(4) whether the individual has traveled to a state subject to a New York State travel advisory and is required to quarantine for 14 days (while the relevant travel advisory is in place)

Per the CDC, COVID-19 symptoms may include: (as of 7/13/20, however these may be updated at any time)

- 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.

### Student Screening

#### Prior to School

Each day prior to the start of the school day, parents/guardians are required to perform a health screening, including temperature check, on each of their child(ren). Using an electronic software platform the district will send out messages connecting parents/guardians to the health screening questionnaire. Parents/guardians will also be required to answer current CDC suggested symptom and contact questions regarding their child's testing or exposure to the virus. This screening must take place before the student boards a bus to school or attempts entry to the building if using an alternate method of transportation.

Students who are experiencing a temperature of above 100.0 F or have symptoms related to COVID-19 will not be allowed to attend in-person instruction and are directed to stay home.

#### Once at School

In the July 2020 parent survey, 98% of parents/guardians indicated they would be able to perform an electronic health screening for their child prior to school. However, the district is also required to provide multiple methods of health screenings for students who are unable to complete this process.

After the home screening is completed the district's electronic software program will provide a list of students who have and have not been screened. Students will enter through their designated entry point and staff will identify students who have not completed the electronic screening procedure.

Students who have not completed the screening process will not be excluded from school and will be discreetly sent to the nurse's office for a health screening to include a temperature reading. The student's private health information will not be recorded but the student will be marked as having



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completed the screening process and sent to class. If a student arrives to their classroom or homeroom without being screened, the teacher or staff member will discreetly send the student to the nurse for health screening.

### Screening Results

Students who do not have a fever and pass the health screening questions will be allowed to attend in-person instruction. If a student is screened upon arrival by the nurse or other staff member and displays symptoms or cannot pass the screening questions, the student will immediately be isolated and a parent will be called to provide transportation home to the student. Students will be escorted from the isolation area to their parent/guardian. Students will be referred to a healthcare provider and provided resources on COVID-19 testing.

### Protocols

Students who are awaiting screening shall maintain 6 ft. social distancing and be supervised by staff. Staff who are assigned screening responsibilities will be trained prior to commencing screening and will be provided appropriate PPE. The district medical director and/or school nurse will develop training for screeners. The Director of Student Services will ensure nursing staff and screeners have sufficient infrared thermometers and PPE as recommended by DOH. Barriers may also be provided if determined to be necessary by the district medical director.

### Employee Screening

#### Before work

Employees will be required to take their temperature at home and self-screen using the electronic process daily before reporting to work. Employees may not report to work if displaying COVID-19 symptoms without a known cause, or if they do not pass the screening questions. Staff will report their absence through absence management and notify their supervisor.

#### Work Sites

Staff who do not have the capability of completing the electronic screening process will be assigned a designated entrance to their primary building. At the designated entry point staff will be required to self-screen for COVID-19 symptoms, answer the health questions above and complete a log sheet indicating they do not meet any of the criteria for exclusion. Log sheets will be maintained in a binder at each designated entry point. Department/building supervisors should regularly review the log sheet for compliance by staff.

An employee who screens positive for COVID-19 symptoms, or confirms they test positive or have been in close contact, should not enter the building and/or will be sent home with instructions to contact their healthcare provider for assessment and testing. Staff should also notify the Assistant Superintendent for Human Resources.



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### Social distancing

The district has developed a plan with policies and procedures for maintaining social distancing of all students and staff when on school facilities, grounds and transportation. Students and staff will maintain a 6 ft. distance between each other at all times, unless safety or core function of the work activity requires a shorter distance. Any time employees are less than 6 ft. apart from one another, they must wear acceptable face coverings.

During a Hybrid and in-person instructional model, students will be required to maintain a 6ft. distance between each other during all aspects of the school day. This includes all school facilities, school grounds, and transportation. Student should maintain social distancing guidelines at bus stops as well. School buildings will accomplish this by using strategies such as cohorting students, staggering arrival and departure times, adding student entry and exit points, and reducing movement during the instructional day. A distance of 12 ft. will be maintained between individuals participating in activities that require projecting the voice (i.e.. Singing, playing wind instruments, or aerobic activity).

The district has issued and will revise the Spencerport Central School District Return to Work Safety Plan.

### Masks and Face Coverings

Students, staff and visitors to our schools will be expected to wear face coverings indoors and outside, when 6 ft. social distancing is not possible. Students will be allowed to remove face coverings during meals, instruction, and for short breaks so long as they maintain appropriate social distance. Students who are unable to medically tolerate a face covering with health care provider documentation will not be required to wear one.

Because students and staff will need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., hallways, entrances and exits) and when traveling around the school.

The July surveys indicated that 95.5% of students and staff will be able to bring their own face coverings to school. However, a disposable mask will be provided at no cost to students and staff if they forget or cannot provide their own. 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.

The District suggests that students and employees bring their own cloth face coverings to school. Students and employees are suggested to procure one washable reusable face covering for each school day. These face coverings could then be washed using soap and water which eliminates the COVID-19 virus.

Due to passenger limitations face coverings will be required at all times on district provided transportation. Students should bring a face covering from home and put this on as they approach the bus stop. A student who attempts to board a bus without a face covering will be provided a disposable mask.

Employees with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so.



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Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school, so there may be periods of time when masks are not worn.

Face coverings should not be placed on:

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

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

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

Signage will be placed near entrances instructing individuals on the appropriate ways to wear face coverings. Staff will be required to watch a training on health and safety practices when they return to work.

The district has ordered a supply of masks and PPE sufficient to supply students and staff who forget their face coverings with a disposable mask. The Director of Facilities, the Exec. Director of Operations, and the Director of Student Services will work conjointly to ensure that each school building, work location, supervisor, and school bus, has a supply of disposable masks for ready distribution. The Director of Facilities will ensure that job-related PPE is provided to Facilities employees for those tasks that require heightened PPE in accordance with OSHA regulations. The Director of Student Services, with the guidance of the district medical director, will ensure that Health Offices, nurses, health screeners, and other identified staff, have a supply of CDC and DOH recommended PPE for screening, evaluating, triaging, and caring for ill students and staff. Staff may request a mask from their immediate supervisor. Information on points of mask distribution for students will be communicated before the start of school.

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 after use. Single use masks shall be discarded in a receptacle bin to ensure no contact with other employees, including those removing trash from the receptacles. Employees removing trash shall wear gloves when removing trash from receptacles. Reusable face coverings should be handled with care and properly secured until they can be washed with soap and water.

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

The district requires students, faculty, or staff members who develop COVID-19 symptoms during the school day to report to the health office for evaluation. Faculty and staff will be trained in the identification of COVID-19 symptoms currently recognized by the CDC. Faculty and staff will direct students and staff who appear symptomatic, or respond affirmatively to screening questions, to report to the appropriate isolation area for evaluation.





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If there are several students waiting to see the school nurse, students must wait at least 6 ft. apart. School buildings will have designated areas to isolate 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 restroom and sink with hand hygiene supplies.

Students and staff who are symptomatic must be evaluated by the school nurse (R.N. or L.P.N.) or the district medical director (M.D. or N.P.). If a school nurse or medical director is not available to conduct the evaluation, ill students and staff will be sent home for follow up with a healthcare provider.

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 fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available or a surgical face mask and face shield will be used.

School health office cleaning will occur after each use of cots, restrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes).

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

### Aerosol Generating Procedures

Respiratory treatments administered by nurses generally result in aerosolization of respiratory secretions. These aerosol generating procedures (AGPs) potentially put healthcare personnel and others at an increased risk for pathogen exposure and infection. The district requires the following PPE to be worn during AGPs: gloves, N-95, or a surgical mask with face shield, eye protection and a gown. PPE will be used when: suctioning, administering nebulizer treatments, or using peak flow meters with students who have respiratory conditions.

Treatments such as nebulized medication treatments and oral or tracheostomy suctioning will be conducted in a room separate from others with nursing personnel wearing appropriate PPE. For nebulizer treatments, if developmentally appropriate, the nurse will leave the room and return when the nebulizer treatment is finished. Cleaning of the room and equipment will occur between uses.

### If Students or Staff become Ill with Symptoms of COVID-19 at School

The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will be separated by at least 6 ft. Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources on COVID-19 testing.

### Return to School/work 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



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screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

1. Documentation from a health care provider following evaluation
2. Negative COVID-19 diagnostic test result
3. Symptom resolution, or if COVID-19 positive, release from isolation

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 staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the 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 not develop symptoms before returning to in-person learning/work. The discharge of an individual from quarantine and return to school/work will be conducted in coordination with the local health department.

### COVID-19 Testing

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

### 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, faculty, 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 a COVID-19 case is discovered in the school, in consultation with the local health department, the district will clean and disinfect areas of the school if it has been less than seven days since the student or staff member has been in attendance. The district may execute the options below under school closures in conjunction with cleaning procedures.

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school without guidance and direction from the local health department. Questions should be directed to the district's COVID-19 coordinator.



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

### 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. District and building administration will consult with the district medical director when circumstances arise that warrant a closure.

A classroom closure may occur where a student or staff member has tested positive for COVID-19 and less than seven days have passed since that student or staff member last occupied the room. The room may be closed for 24 hours to clean and disinfect the space and the class may be moved to a different classroom for the duration of the cleaning. When necessary, cleaning may occur with less than 24 hours having passed where staff follow all DOH cleaning and disinfection requirements, and where the room has been properly ventilated with fresh air.

A building closure may occur if it is determined that a staff member or student has tested positive, or more than one has tested positive, where that student or staff member has circulated throughout the building and occupied numerous spaces within the building. The building will be cleaned and disinfected using recommended cleaning and disinfection protocols per the manufacturer's instructions. Building closures will be for as short a timeframe as possible to not disrupt in-person education in either the full-return or hybrid models. If a long-term building closure is contemplated then the district may move affected students and staff to a full remote learning model.

A district closure may occur where it has been determined, in consultation with the department of health and district medical director, that circumstances warrant closure to limit the spread of COVID-19 in the community. A district closure may also occur where if the regional infection rate rises over 9% after Aug. 1. Schools will close if the 7-day rolling average of the infection rate is above 9%. If the infection rate rises about 9%, schools must wait until the 14-day average is below 5% to reopen. Once schools open at Phase IV below 5% for a 14-day rolling average, schools can remain open even if the rate continues to rise about 5% until it reaches 9% for the 7-day average.

A partial closure may occur where the district determines that a modification of activities is warranted to limit the spread of COVID-19 for medically vulnerable students and staff for in-person activities. Such a decision will be made in consultation with the district medical director and the department of health.

If a closure were to occur, of a classroom, a building, or the district, the district may choose an alternate instruction site, if available, or it may implement a remote learning plan for the affected students and staff. This plan may impact the entire district and the need to implement remote learning for all students and staff.

Student and staff absences will be monitored daily. Where the absence rate of staff or students, or the illness rate of students or staff, affects the safe and orderly operation of a building or the district, the district may move the affected students to a full remote learning plan.



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After consultation with the Department of Health and the district medical director, the district may reopen an affected building or the district to resume in-person instruction in either the full return or hybrid learning models. If the determination to close the district is made by the Finger Lakes regional council, or by NY State, students and staff will transition to the full remote learning plan.

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

### Health hygiene

The district will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout the buildings (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, custodial staff areas) 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 (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch).
- 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.



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### Respiratory Hygiene

The COVID-19 virus spreads 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, visit the Communication/Family and Community Engagement section of our reopening plan.

### Cleaning and disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection 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 disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Students and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents/guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

The District will conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. Custodial staff will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within the buildings and on vehicles at least daily or between use as much as possible. Use of shared objects should be limited when possible, or cleaned between use. This will include cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

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

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



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### Vulnerable populations/accommodations

We recognize that some students and staff members are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals are able to safely participate in educational activities. For students who seek an accommodation, parents should begin by providing healthcare provider documentation to the building health office. Staff who seek an accommodation should contact the Assistant Superintendent for Human Resources.

### Visitors on campus

No outside visitors will be allowed in school buildings without prior approval from the building or district COVID-19 coordinator. This includes family member(s) of Spencerport staff who are not allowed in buildings or on campus. Parents/guardians will report to the greeter's station and not go beyond unless it is for the safety or well-being of their child. Meetings or visits by/with parents are to be conducted using teleconference or video whenever possible.

Approved visitors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings. Visitors must follow all safety protocols as listed above including health screening upon entry.

Contractors and vendors who are authorized to be on campus shall implement a self-screening procedure for their staff prior to arrival. Contractors and vendors are required to be screened upon entry to the main entrance of the building.

The district COVID-19 coordinator will determine whether volunteers will be allowed in school buildings to assist with student management after the start of the school year. Once allowed, volunteers will be approved by building coordinators and training for new volunteers will be completed remotely.

### School safety drills

The district will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation 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.

Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When buildings plan drills, consideration will be given to how a building may modify their drill procedures to minimize risk of spreading infection. As such, it may be necessary for schools to conduct drills in the school year using protocols that are different than they are used to.

Regardless of the modifications used when conducting a drill, students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

The school buildings will use modifications to evacuation drill protocols may include, but are not limited to:



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- 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.
- Conducting a lockdown drill in classroom setting while maintaining social distancing/using masks.
- Conducting a lockdown drill in classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.

For a full-return model, a modified drill will be conducted with all students in the school building on that school day.

For a hybrid learning model all students will receive instruction in emergency procedures and participate in drills while they are in attendance in-person. If a hybrid model adopts an alternating day schedule, or the students are split into cohorts, drills will be held on alternate days sufficient to ensure that all cohorts of students are instructed in appropriate emergency procedures.

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### 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 buildings that have been unoccupied. The district has surveyed all HVAC systems in each building to ensure proper operation. The district will maintain adequate code required ventilation. Fresh air input and circulation will be maximized for the weather and temperature conditions outside. Staff will be allowed to increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.

### Construction/Code Compliance

- This reopening plan does not include any alterations to existing physical spaces that would require approval by the Office of Facilities Planning.





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- All facilities will remain in compliance with the 2020 NY State Uniform Fire Prevention and Building Code, and the State Energy Code.
- This reopening plan does not propose the use of outdoor tents or membrane structures.
- Any newly proposed construction will be submitted to the OFP for review and will be properly labeled "COVID-19 Reopening."
- This reopening plan does not propose the lease of new spaces which would require review by the Office of Facilities Planning.
- This reopening plan does not propose the installation of dividers or construction alterations to room layouts that would require approval by the Office of Facilities Planning.
- Plastic separators will comply with the 2020 Building Code of NY State (BCNYS) Section 2606.

The district has already engaged in the RFP process for proposals to execute the 2020 Building Condition Survey and visual inspection. This process is scheduled to take place starting in September. This RFP process included a provision for Lead-in-Water testing which will take place concurrently with the Building Condition Survey.

School buildings will maintain maximum accessibility to restrooms and hand hygiene stations so as to maximize the opportunity for handwashing and hygiene amongst students and staff. The existing number of toilet and sink fixtures meets code requirements of the BCNYS and will not be altered. All hand sanitizer stations that are installed in the buildings and classrooms are in compliance with FCNYS 2020 Section 5705. All school buildings are compliant with the requisite number of drinking fountains and these will remain operational while the building is occupied.

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### Food Service

School meals will continue to be available to all students, including those attending school in-person and those learning remotely. The Child Nutrition program will follow all Health and Safety guidelines recommended by the CDC and the DOH and that are outlined within this reopening plan.

For information about how meal information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

### Meals onsite

For students onsite, meals will be provided in the cafeteria and/or gymnasium 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 while eating in the school cafeteria and/or gymnasium. 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 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 and staff to observe social distancing while eating meals.





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The food service department will use a point of sale (POS) system to record any students with allergies. The department will also work with the district nurses to ensure awareness of any student allergies, allergy updates or changes. Principals will ensure there are designated eating areas for students with food related allergies in each common eating space such as the cafeteria and/or the gymnasium.

Each school building will develop procedures to ensure that all students perform proper hand hygiene before entering the cafeteria and upon leaving to return to the classroom. All classrooms will have hand sanitizer dispensers in them. The district will also put up signs and provide verbal instructions to students to discourage the sharing of any food and beverages.

The food service staff will conduct cleaning and disinfections of serving lines, keypads and any other frequently touched surfaces in between every class or group of students once they are through the lunch line and before the next group or class enters. All tables or desks used by students to eat lunch will be cleaned and disinfected after every use prior to new students sitting down. If meals are eaten at the classroom desk they will be cleaned and disinfected after the meal. Times between class arrivals to the cafeterias will be lengthened to provide more time for cleaning and disinfection.

The Director of Food Service will ensure compliance with all aspects of the Child Nutrition Program, including but not limited to, menu components, portion sizes, Offer vs. Serve, calorie count, vegetable variety, production sheets, temperature logs, and recording free and reduced and full pay students. The director will apply for all available and applicable waivers which are offered.

The district will use the United States Department of Agriculture (USDA) translation website for Free and Reduced applications. Other documents will be translated for communication using various software subscriptions. All food service applications and documents online will be translated in the languages spoken by families in the district.

### Meals offsite/remote

The district will establish a community access point to distribute meals to students enrolled in remote learning. Once established this access point will be communicated to all residents at the start of the school year in a manner consistent with USDA guidelines.

#### Full in-Person Learning and Hybrid Models:

If social distancing guidelines allow for full in-person learning, or the hybrid model, the food service department will follow all of the above health and safety protocols and processes for meal distribution in the cafeterias and/or the classrooms or other spaces.

#### Full Remote Learning:

Should the district transition to full remote learning the food service department will establish at least three public access point for food distribution. These access points will be at three separate district school buildings to allow for geographic coverage of district residents. The district may utilize food delivery and/or remote distribution locations for community outreach if approved for transportation aid. These locations will depend on waivers for non-congregate feeding as students will not be allowed into the building and will instead be following a grab-n-go model.



### Transportation

The district will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and 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.

#### **Full in-person Learning or Hybrid Model**

The transportation department will transport students to school in both the full in-person learning model and the hybrid learning model. All of the below health protocols, cleaning protocols, staff provisions, student provisions, and routing processes will be followed when students are transported on district vehicles for any reason.

#### **Full Remote Learning**

Should the district transition to remote learning Spencerport students will generally not be transported on district vehicles. Transportation will still be provided to students of private, parochial, charter schools, and if mandated on an IEP to a program operating within the county.

#### **Health and Safety Protocols**

Students who are able will be required to wear masks on the bus to the extent practicable; however, students whose physical or mental health would be impaired are not required to wear a face covering, but must still be appropriately socially distanced. Members of the same household may be seated within 6 ft. of each other. Students who are able must wear a mask at the bus stop, while entering the bus, while riding, and while exiting the bus. Students who do not have a mask will not be denied transportation. Should a student appear at the bus stop without a face covering the driver will provide them a mask upon entry.

Parents/guardians must complete the mandatory health screening prior to a student riding a school bus.

To maintain social distancing, ridership will be limited to a maximum of 22 students per large bus; generally one per seat, two per row. Residents of the same household may sit together and increase bus capacity. Seats will be assigned. Food and drinks are not allowed on the bus. To aid in reducing passenger density parents/guardians are encouraged to drop off or walk students to school to reduce density on buses. Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 ft. If the temperature is above 45 degrees windows and roof hatches may be opened to increase circulation of air within the bus. If possible the seat directly behind the bus driver will be left empty to enhance social distancing.

The school bus will be loaded from the back to the front and unloaded front to back to promote social distancing. Students will maintain social distancing while waiting at the bus stop, when loading and unloading the bus, and while awaiting entry into the building.

School bus emergency drills will still be schedule throughout the school year during the appropriate times.



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As mandated by the State Education Department (SED) school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

### **Cleaning**

All buses that are in active service will be cleaned/ disinfected at least once a day. High contact areas will be cleaned after the morning (AM) and afternoon (PM) run and in between runs if scheduled for multiple routes. Twice a week the buses will be cleaned and disinfected with a Protexus electrostatic sprayer or similar equipment.

### **Transportation Staff**

All staff are required perform a self-health assessment for symptoms of COVID-19 before arriving to work. The district will be adopting an electronic screening method which must be completed prior to reporting to work.

All staff must wear a face covering in common areas, on the bus, and wherever social distancing cannot be maintained. Face shields are optional however care should exercised so they do not disrupt the driver's vision while operating the bus. Face shields are optional for attendants.

All staff will be trained and provided periodic refreshers on the proper use of personal protective equipment (PPE) and the signs and symptoms of COVID-19.

The district will provide masks and gloves for drivers, monitors and attendants in buses as well as hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages. The use of gloves will be expected for drivers and attendants who must come in direct physical contact students, as well as when working with students in wheelchairs, or with those who have medical conditions.

The drivers and attendants may wear gloves if they choose to do so but are not required unless they must be in physical contact with students.

Staff will be assigned to only one bus for the entire day to the extent possible. Transportation staff will be expected to practice proper hand hygiene, including washing their hands with soap and water before and after am and pm runs, to prevent transmission of the virus.

### **Routing**

The district will fulfill existing mandates regarding the transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.



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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 pursuant to application.

Bus routes will be routed to accommodate one student per seat, unless they are siblings and/or those from the same household, will be assigned to sit in the same seat.

For more information about training protocol for students and staff and how transportation information will be communicated, visit the Communication/Family and Community Engagement section of our reopening plan.

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### Social Emotional Well-Being

We recognize that the social emotional well-being of our 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, faculty, and staff when school reopens for in-person instruction.

The district will identify students in need of social emotional support through a variety of means, including but not limited to, an initial screening, parental referrals, faculty and staff referrals, and student self-referrals to the mental health staff in their respective buildings. Utilizing the Multi-Tier System of Support model, students will be provided a level of support appropriate to their social emotional needs. This support will be provided in-person and/or remotely by Spencerport's Mental Health staff. The District's Family Support Center will operate to provide short term crisis counseling and referrals to outside agencies for families in need of high levels of support. As is standard practice, Spencerport's Mental Health Staff will coordinate efforts with outside providers when necessary for individual students (i.e. Mobile Crisis, FACT).

The district has established a school counseling advisory council that involves shared decision-making and is comprised of families, students, members of the board of education, school building and/or district/charter leaders, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers. The advisory council will inform the comprehensive developmental school counseling program plan. This program plan has been reviewed and updated to meet current needs.

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

The district will provide training on meeting the social emotional needs of students and staff via online courses and in-person training. We will use the New York State Social Emotional Learning Benchmarks to guide our Professional Learning design and delivery.



### School Schedules

Although the district recognizes that nothing can replace in-person instruction, we understand the need to comply with social distancing guidelines. As a result, Spencerport will begin the school year using the hybrid and remote learning options. Families will be afforded the opportunity to select one of these options and will be able to switch if circumstances change. Hybrid instruction is a combination of remote and face-to-face instruction. In the context of the global health pandemic, this model reduces the numbers of students in the building by the moving some of the course delivery online. From the feedback that we have received from parents, we believe that most of our K-12 students will select this option. In September, we anticipate that students will attend school approximately 40% of the scheduled time and engage in remote learning approximately 60% of the time. This approach ensures class sizes will be approximately half the size in order to maintain social distancing of 6-12 ft. Students in grades K-12 will be divided into two cohorts, Blue and Gold. Students in the Blue Group will attend school and participate in face-to-face instruction on Mondays and Thursdays and engage in remote learning on Tuesdays, Wednesdays, and Fridays. Students in the Gold Group will follow an opposite schedule and participate in face-to-face instruction on Tuesdays and Fridays and engage in remote learning on Mondays, Wednesdays, and Thursdays. Students in specialized classes fall in the Spencerport and Rangers Groups and they will attend school and receive face-to-face instruction on four or five days a week. This includes students from our self-contained program, Pre-Kindergarten, and our English Language Learners.

As stated above, families will have the option to select the instructional model that meets their specific needs through the online Enrollment Intent form. The district anticipates that some families will select the full remote option where all instruction, learning, and assessment takes place outside the school walls via a digital platform. For families that select the hybrid model, group assignments (Blue-M/Th, Gold-T/F) will be communicated the week of August 10, 2020. Any remote learning will follow a synchronous and asynchronous approach in order to ensure equity and accessibility.

Students in:	Mon.	Tue.	Wed	Thu.	Fri.
Blue Group	✓	●	●	✓	●
Gold Group	●	✓	●	●	✓
Spencerport Group	✓	✓	●	✓	✓
Rangers Group	✓	✓	✓	✓	✓
Remote Learning Group	●	●	●	●	●

✓ Attends School   ● Remote Learning



### School Activities

#### Field Trips/Assemblies/On Campus activities

- Student assemblies will be canceled until further notice
- School trips (Club & Co-Curricular) are canceled until further noticed
- Whenever possible, in-school events/presentations will be changed to a remote format.

#### Athletics:

- At this time, Athletics are postponed per the State through September 21, 2020. The district will adhere to State and DOH Guidance as to how to proceed with reintegrating athletics into the school community.

#### Clubs & Activities:

- At this time, clubs & activities are canceled until further notice.

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### Attendance and Chronic Absenteeism

Attendance of any school-age student of compulsory age, who resides in the district or is placed by a parent/guardian in another public school district, a charter school, or is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as, another school district, BOCES, approved private in-State or out-of-State school, and State supported school) must be reported in Student Information Repository System (SIRS). To date, the reporting of daily attendance of Prekindergarten students is not required.

The District will use the student management system (Infinite Campus) to collect and report daily attendance. It is important to note that instructional experiences are not defined solely as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher. These experiences might include, but are not limited to: completing online modules or tasks; viewing instructional videos; responding to posts or instructor questions; engaging with other class participants in an online or phone discussion; conducting research; doing projects; or meeting with an instructor face-to-face, via an online platform or by phone.

Resident students of compulsory age who were not in attendance in a school must be reported until they exceed compulsory school age, they no longer reside in the district, or the district has documentation that the student has entered another educational program leading to a high school diploma. Current practices aligned with attendance monitoring will remain in place such as truancy meetings and phone calls to families from adults who have made a positive connection with the students.



### Technology and Connectivity

At the onset of the 2020-2021 school year, Spencerport will deploy laptops to all students in kindergarten through grade 12. The District will also survey families to determine their level of access to high-speed internet. Based on this feedback, the Computer Services Department will provide and install Mi-Fi devices in homes that currently lack sufficient connectivity.

All Spencerport administrators, teachers, teaching assistants, teaching aides, related service providers and clerical staff will be provided district-issued laptops. The district will ensure that staff members with approved accommodations from Human Resources will have access to WiFi.

The District will use platforms such as Schoology and/or Seesaw as a platform to connect with students, deliver instruction and accept assignments. Teachers and teaching assistants will also use these platforms to provide feedback on student work and administer both formative and summative assessments.

Teachers and teaching assistants will leverage a variety of web-based instructional resources to meet students' unique learning needs and provide multiple ways for students to demonstrate mastery of Learning Standards in remote or blended models. Employing such web-based resources will ensure that students engage in a balance of synchronous and asynchronous instruction.

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### Teaching and Learning

In June 2020, Spencerport CSD initiated a reopening task force and the instructional group was divided into three subcommittees. These subcommittees have been meeting bi-weekly to address the various challenges the district faces with teaching and learning. As a result, the subcommittees were divided into a full return (in-person) group, hybrid, and remote learning. Our various stakeholder groups have been instrumental in the development of our reopening plan and understand that items will evolve prior to the beginning of the school year.

In Spencerport, the school calendar typically includes one staff-only days before students arrive at school. This year, the district will seek to offer additional professional learning opportunities at the beginning of the school year to accommodate the implications of the reopening plan. In addition, this time offers support to staff in the areas of remote learning, student schedules, logistics, social emotional health and technology integration. These days will also be utilized for student orientation, specifically at the Kindergarten level.

As we enter the new school year, instructional staff will be encouraged to spend time building relationships, supporting students with the transition back to school, and teaching social distancing etiquette and other healthy habits at developmentally appropriate levels.

When a remote or hybrid learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible. This includes, but is not limited to, self-contained



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special education students, English Language Learners, students who did not engage in remote learning during the spring of 2020, and students with technology or connectivity needs.

Assessing student learning gaps or areas of need will be critical. Formative assessment before a unit of instruction to assess student understanding of pre-requisite skills will be common practice.

Acknowledging that the typical content in a given 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 students' success in future study.

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

For information relating to teaching and learning in BOCES special education and Career and Technical Education programs, please see the BOCES website ([https://www.monroe2boces.org/CTE\\_Home1.aspx](https://www.monroe2boces.org/CTE_Home1.aspx))

Since March 13, 2020, Spencerport has maintained regular and ongoing communication with our learning community. Each Friday, parents receive an email or robocall from their child's principal or Superintendent of Schools. On Friday, July 31, 2020, Superintendent Milgate provided parents an update and below is an excerpt of his message.

*With feedback from our task force, surveys, and input from the committee chairs, we have prepared a reopening plan that is focused on the hybrid model. This will include returning to in-person instruction for all students K-12 on a split schedule that will be finalized and communicated in the coming weeks. Parents will have the option for 100% remote instruction for their children. The complete plan will be posted on the district website on July 31, 2020. These plans can be modified or changed based on emerging guidance and feedback from the state. They are also contingent on the Governor allowing schools to reopen and we believe that the Governor will make that decision in August.*

*We will need your help moving forward so additional planning and details to our opening of schools can be first. First, please review the plans and then provide us with feedback concerning your child(ren). Second, you will receive a link that will connect you to an important Enrollment Intent form that needs to be completed for each child in your household that will be attending school in the 2020-2021 school year. We ask that all enrollment forms are completed by Thursday, August 6, 2020. Please note that if we don't receive a submission for enrollment your child will be placed in the hybrid model. This submission/form is focused on your intent to participate in the hybrid model, determine our forecasted transportation needs and receive details on connectivity at home.*

*These past several months and upcoming weeks leading up to the opening of school have certainly been filled with challenges. We thank you for your patience and support and appreciate the resilience that our students, staff, and community have demonstrated during this time. We expect to monitor our plans and adjust them as needed as we continue to receive additional guidance and information related to this situation.*





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*Finally, we know that a full-time return is the ultimate goal but believe that these plans are the safest approach for all involved as we start our school year. Please know that while we will have specific guidance and laws that must be followed, the importance of building flexibility into our strategies and systems has been a priority. These plans will most likely be refined over the coming weeks and we will be sure to keep school community updated when this occurs.*

### In-person Instruction

Upon reopening, the number of students in each of our classrooms will be reduced to adhere to CDC guidance regarding proper social distancing. Class size will reflect the need to ensure that students' desks/seats are positioned no less than 6 ft. apart.

Accommodating a 6 ft. radius around students will necessitate the identification of additional rooms and common-area spaces that can be converted into classrooms.

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

Our schools will minimize the movement of students. This potentially means having students eat in locations other than the cafeteria and eliminating assemblies, field trips and other large-group activities. Special-area subjects (e.g., art, music, technology) may be pushed into the classroom. Whenever possible students will utilize outside space for physical education instruction. We will adhere to 12 ft. between students when engaging in physical activity.

To the extent possible, students will remain in small cohorts if/when leaving the classroom, such as for recess or any necessary transition, to reduce their exposure to additional students. Additional considerations may include: staggered arrival, departure, and passing times; use of large instructional spaces (ie. cafeteria, gymnasium); directionality in traffic flow.

### Instructional Considerations

- In the In-person Instructional Model, students will receive daily instruction within Spencerport's daily time allotment per course or content area.
- In the event that student cohorts are used, small group instruction will be delivered by teachers and teaching assistants, thus creating clear opportunities for learning that are accessible to all students (i.e., aligned with state standards, include routine scheduled times for students to interact and seek feedback and support from teachers).

### Remote/Hybrid Instruction

Given the possibility that communities may experience spikes in COVID-19 cases at any point during the school year, which may prompt short or long-term school closures, our district has developed a hybrid/blended learning model and schedule that can continue as is in a fully remote environment.

Instruction will not only focus on "core" subject areas to the exclusion of elective courses. Consideration has been given to hands-on and lab-based activities while students are onsite in school buildings. All instruction will continue to be aligned to the New York State Learning Standards.

Remote learning for students will include a greater emphasis on synchronous or asynchronous instruction, with teachers finding ways to provide authentic learning opportunities. While nothing can



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replace live instruction, teachers will ensure that their students are directly engaged with them and their class peers on a regular basis.

To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible in order to ensure consistency across the district.

### **Hybrid Instruction Model**

#### ***Instructional Considerations***

- Based on the information included in the School Schedules section, students will attend in-person sessions on scheduled days and engage in remote learning during the other days of the week. While in school, students in K-12 will receive substantive interactions during in-person instruction per Spencerport's time allotment chart. Substantive interactions between students and teachers will continue during remote learning days through a learning management system and a variety of web-based resources.
- Curriculum and instruction will be aligned to State and National standards. Instruction will be delivered that affords the opportunity for continuous feedback on student learning and scheduled times available for students to receive instruction and support, be it in-person and/or remotely.

### **Remote Instruction Model**

#### ***Instructional Considerations***

- Based on the information included in the School Schedules section, students will engage in remote learning daily through a combination of synchronous and asynchronous instruction. Substantive interactions between students and teachers will occur during remote learning through a learning management system and a variety of web-based resources.
- Curriculum and instruction will be aligned to State and National standards. Instruction will be delivered that affords the opportunity for continuous feedback on student learning and scheduled times available for students to receive direct instruction and support remotely.

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## Special Education

The Spencerport Central School District is committed to the provision of a free, appropriate public education consistent with the need to protect the health and safety of students with disabilities and those providing special education programming and services.

For in-person and hybrid models of instruction, Spencerport will be providing in-person services for high-needs students with disabilities (K-12, transition).

- Students attending our in district 6:1:1 and 12:1:2 (K-8) programs will attend school full day five days per week.



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- Students attending our 12:1:1 program (9-12, transition) programs will attend school half days five days per week with continued access to a vocational component.
- Students attending our 8:1:1 (K-8) programs will attend school full days four days per week with access to remote learning on Wednesdays.

Students with disabilities provided with programming and services that are not considered “high-needs” (CT, ICT, RR and 15:1) will receive the services outlined in their IEP’s in-person each week based on the rotation schedule identified for elementary, middle and high school. Therapy sessions will be delivered both in the class and therapy room depending on individual needs with the goal of minimizing interactions among people across the building.

During the days they are working remotely, students will have access to their special education teachers and/or case managers. This mode of instruction may differ based on the individual needs of each student. If therapies are not delivered in the school setting, they will be delivered remotely via a teletherapy model.

Outplaced students will be provided with programming and services as outlined in their IEP’s in accordance to their Recommended Placement’s plan for return.

Our preschool students will be afforded the same recommendations based on individual needs.

Contingency plans may be developed by the Committee on Preschool Education/Committee on Special Education (CPSE/CSE) to address remote learning needs in the event of intermittent or extended school closures. This plan will include daily face-to-face instruction (via zoom or similar) and teletherapy if prescribed by the IEP.

Spencerport will offer the continuum of services as recommended by CSE/CPSE. Documentation will be collected through a variety of avenues, including but not limited to consultant teacher logs, related services logs and specific data collection for progress monitoring of IEP goals.

Parent teacher communication shall take place through regular phone calls and/or emails with parents as well as regular opportunities for parents to participate in virtual and/or face-to-face support/training sessions in order to help them support their students participating in a hybrid or remote learning approach.

Spencerport will work collaboratively with outside providers to ensure that the provision of services is consistent with the recommendations within the IEP document. This collaboration includes direct contact with providers on a weekly/biweekly/monthly basis (dependent on provider), emails, phone calls, in-person visits (as permitted).

Outside providers include, but are not limited to (based on CSE recommendation):

School-aged:

- BOCES2
- BOCES1
- Mary Cariola Children’s Center
- School of the Holy Childhood
- Hillside Children’s Center (Crestwood and Halpern Education Center)



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- Kessler Center

### Preschool:

- BOCES2
- Clinical Associates of the Finger Lakes
- Rochester Children's Network
- Rochester Hearing and Speech Center
- Mary Cariola Children's Center
- UCP of Rochester
- Bright Start Pediatric Services

Continued meetings will take place between the BOCES2 component districts PPS Directors to ensure continuity of programming and services among all programs shared by our students.

In addition, Spencerport will continue to work with local, regional and state level special education representatives to collaborate and share resources in order to best support students with disabilities.

All students identified by the CPSE/CSE will have access to necessary accommodations, modifications, supplementary aids and services and technology as it is prescribed in their IEPs regardless of the model that is followed for instruction.

Assistive technology will continue to be supported through our partnership with BOCES2 (school-aged) and preschool providers and will be available to all identified students as needed (in-person, via zoom or similar) based on the recommendation of our CPSE and CSE.

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## Bilingual Education and World Languages

The Spencerport Central School District is committed to the provision of a high quality education for English Language Learners that provides such students with a comprehensive program of English language development instruction targeted to their proficiency level, and appropriate academic instruction in a language acquisition program.

- All incoming students who are potential English Language Learners completed the Initial Interview with two certified ESOL teachers during the months of June, July, and will continue in August. Those students who need to take the NYSITELL exam for identification will complete the assessment in either the month of August or during the first 30 days of the 2020-2021 school year. For all potential English Languages Learners who register after the beginning of the 2020-2021 school year, they will be screened within the 10 school days after initial enrollment. Administration of the assessment will take place on days when students are scheduled to be in school or by appointment if the district is in full remote learning or the student is unable to attend school in person.
- The District has confirmed the 2019 NYSESLAT and NYSITELL scores of all English Language Learners and has scheduled students to receive required minutes of service per Part 154 regulations based on their 2019-2020 proficiency levels as determined by the 2019



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administration of the NYSESLAT exam. All English Languages Learners will have access to in-person instruction five days a week in order to meet their required minutes of service.

- The District will provide regular communication with the families of English Language Learners in their preferred language and mode of communication.

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### 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. Substitute teachers who do not hold a valid teaching certificate and are not working towards certification, may be employed by the district beyond the 40-day limit, up to an additional 50 days, if certified by the district superintendent.



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### 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.](#)*