



Cattaraugus – Little Valley CSD Reopening Plan

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Superintendent

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July 29, 2020
Revised June 9, 2021

Acknowledgements

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

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Mrs. Heather Brown, Payroll Sr. Clerical
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Mrs. Michelle Sacilowski, Psychologist
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Mrs. Tina Maines, High School Principal
Mrs. April Preston, Middle School Principal
Mrs. Cristin Boyles, MS/HS Nurse
Mr. Jeff Goodridge, MS/HS Counselor
Mrs. Casey Barber, HS Counselor
Mrs. Sheryl Williams, MS Counselor
Mr. Brendon Bardo, Music Teacher
Mrs. Tammy Brooks, MS Teacher
Mrs. Cathy Haynes, HS Math Teacher
Mrs. Kerri Martin, MS Special Education Teacher
Mr. Anthony Schabloski, Technology Teacher
Ms. Carrie Allen, Itinerant Library Teacher
Mrs. Carol Purdy, HS Art Teacher
Mrs. Beth McIntyre, HS ELA Teacher

Mrs. Jessica Schabloski, Health & Wellness Teacher
Mr. Christopher Maguda, Band Teacher
Mr. Dane Moore, Music Teacher
Mrs. Heather Metzger, HS Math Teacher
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ELEMENTARY SCHOOL MEMBERS:

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Ms. Linda Gogel, Elementary Secretary
Mrs. Amy Sykes, Elementary School Nurse
Mrs. Nichole Illig, ES Counselor
Miss Kristi Neal, Elementary Teacher
Mrs. Jessica LaChausse, Speech Pathologist
Mrs. Mary Pfeiffer, Elementary Teacher
Mrs. Diane Lamos, Elementary Special Education Teacher
Mrs. Deborah Havens, Elementary Teacher
Miss Lisa LaQuay, Elementary Library Teacher
Mrs. Heather Johnson, Pre-Kindergarten SCIS Teacher
Mrs. Jeanne Gross, Elementary Teacher Aide
Mrs. Patricia Reynolds, Special Education Teacher Aide
Mrs. Chanelle Taylor, Elementary Teachers
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Introduction

Schools and education organizations are faced with unprecedented challenges due to the global pandemic caused by COVID-19. In the midst of the pandemic, schools were forced to close their doors to students and transition to remote learning. Over the course of fourteen weeks schools shifted from face-to-face to remote learning in support of the learning needs of students UPK – 12th grades.

As we plan for the 2020-2021 school year, CLV is planning for the possibilities of face-to-face learning, remote learning, and hybrid/blended learning all at the same time. The purpose of this plan is to offer a framework for teaching and learning in order to maintain the highest quality of education for our learners. That is, when we return to school face-to-face, what will be the protocols we use to keep the children and adults in our schools safe? If we are to return to school remotely, how will we ensure all students receive the education to which they are each entitled? If we provide a hybrid/blended approach of remote and face-to-face learning what will be the protocols for both?

This plan was developed by engaging a cross-section of stakeholders including administrators, support staff, teachers, students, parents and community members. Subcommittees met to address all aspects of the New York State Education Department's reopening guidance for Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools and the guidance provided by the New York State Department of Health: Interim Guidance for In-Person Instruction at the PreK to Grade 12 Schools during the COVID-19 Public Health Emergency.

This plan is a compilation of input and suggested best practices from our stakeholders in support of three models for teaching and learning: face-to-face, hybrid/blended and remote.

Provided herein are CLV's protocols: Practices and Expectations for Faculty, Staff, Students, and Visitors; Plan for Face-to-Face Instruction; Plan for Remote Instruction; Plan for Hybrid/Blended Instruction; Plan for Monitoring and Tracking Health Conditions; Plan for Containment; Plan for Closure; and Training for Our Staff along with Standard Operating Procedures.

Communications/Family & Community Engagement

The CLV district is committed to communication and family engagement whether in person, remote learning or a blended/hybrid model. The district was required to shift from face-to-face to remote learning in March of 2020 necessitating a shift in communication practices embedding communication using Facebook, district website, emails and remote learning for student engagement using various platforms (Zoom, Microsoft Teams....). A survey was administered to the school community in May/June 2020 eliciting feedback on the shift from face-to-face learning to remote learning in order to inform our practices. The results of the survey were used in the development of this plan. A second survey was administered in July 2020 for the reopening of school in September asking questions as to whether or not responders intend to have child(ren) return to school, access to technology, access to connectivity, transportation needs and preference to continue remote learning, a hybrid approach or face-to-face learning.

- The plan was developed through a committee comprised of community members, parents, students, support staff, teachers, and administrators. A series of virtual meetings were held to review guidance from NYSED, DOH and the CDC and the development of this plan. Information and updates were distributed through the district Facebook page, webpage, emails, letters and phone messages. All plans for in person instruction, blended/hybrid or remote will be posted on the district website (<http://www.cattlv.wnryic.org>) and Facebook.
- All CLV faculty, staff and students will receive guidance on expectations and practices before the start of the school year on hand hygiene, proper face covering practices, social distancing, and respiratory hygiene. Training materials will be posted on Facebook, the district website (<http://www.cattlv.wnryic.org>) and in newsletters sent home to parents.

Engaging All Stakeholders/Communication

The CLV District engaged with school stakeholders and community members, including teachers, support staff, administrators, parents, community members, and Board of Education members in the development of the plan. A survey was administered in May/June 2020, and again in July 2020, to assess intent to return, transportation needs, internet connectivity, access to technology, and health and safety concerns. Multiple virtual forums were held with CLV Reopening Planning Committee (faculty, staff, support staff, administrators, BOE members), to elicit input and recommendations. A virtual Community Forum was held to review the survey results, provide an overview of different models for reopening, and elicit input and recommendations. The CLV District website and Facebook page provide regular updates, resources, and ways to connect with the Superintendent and administration for questions, concerns, and feedback.

Health & Safety

The health and safety of our faculty, staff, students, and visitors to Cattaraugus-Little Valley CSD is our top priority. CLV is committed to educating and communicating with our educational community about everyday actions that are best known to prevent the spread of COVID-19. While CLV will perform daily screening, increased cleaning and disinfection, and management of persons that become ill in our care, there are three central activities all people entering our buildings will be expected to participate in order to keep everyone as safe as possible: social distancing, wearing personal protective equipment, and giving increased attention to personal hygiene practices. While these three practices are mentioned throughout our plan, they are mentioned here to give importance to their practice and guide everyone in setting these as our norms as we come together within our facilities. CLV will be using a cohort model in order to have the same group/cohort of student together during the school year, to the extent possible. Additionally, the cohort model will maintain 6 feet social distancing in classrooms. Face coverings will be required for all areas where social distancing cannot be maintained.

Parent & Student Notification

The District will provide guidance to parents and students through the Facebook page, District Website, phone messages, and building and district newsletters on information related to COVID -19 and available in the students' and parents' home language:

- When /how long to stay home from class/other activities if they are sick/DOH guidelines
- What they should do if exposure to COVID – 19 is suspected
- What will happen if a student tests positive, details about isolation protocols, and when they can return to school
- How student health will be monitored/DOH guidelines
- How the District will address an outbreak at school
- How a school closure will be addressed
- Expectations for social distancing/PPE protocols for students and parents

Faculty & Staff Notification

The District and school buildings have developed guidance for faculty and staff with the following COVID – 19 guidance:

- When/how long to stay home if they are sick
- What they should do if exposure to COVID – 19 is suspected to include details for quarantine/DOH and when they can safely return to work
- How employee health will be monitored/DOH guidelines
- What to do if they suspect someone else they are in contact with is sick
- When they will be permitted to return to work/ DOH guidelines
- How a school closure will be addressed
- Expectations for social distancing/PPE protocols on campus
- Cleaning and disinfecting of classrooms and common areas

Signage expressing expectations and practices have been posted throughout our facilities, including adherence to CDC and DOH guidance regarding the use of PPE (specifically acceptable face coverings) when social distancing cannot be maintained.

CLV faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene.

Social Distancing

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within CLV facilities will practice social distancing expectations:

- All faculty, staff, students, and visitors must follow all posted signage regarding social distancing practices and expectations.
- All faculty, staff, students and visitors will refrain from physical contact with one another to the extent possible.
- Ensure 6 ft. distance between any employee, student, or visitor, unless safety or core function of work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- The District will ensure a distance of 12 ft. in all directions for individuals and activities projecting the voice, singing, chorus, playing a wind instrument, or aerobic activity, such as participating in physical education classes.
- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Social distancing markers/decals are posted throughout our facilities (common areas/bathrooms, classrooms, hallways).
- Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants, or virtually.
- All planned deliveries to our facilities will take place through our Maintenance Department at our receiving entrance. All other deliveries will be received through our main entrances and follow screening and safety protocols of visitors.

Face Coverings

According to Executive Order 202.17 and guidance from the NYSDOH, any individual who is over age two (2) and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or face-covering when in a public place and unable to maintain, or when not maintaining social distance. Face-coverings are recommended by the New York State Department of Health (NYSDOH) at all times, except for meals and instruction with appropriate social distancing. Acceptable face-coverings as defined by the NYSDOH, include but are also not limited to cloth-based face coverings and surgical masks that cover the mouth and nose. The district will provide masks to students for bus transportation and while on campus. **As of 6/9/2021, masks do not need to be worn when outdoors when social distancing is able to be maintained.**

Faculty, staff and students are required to wear acceptable face-coverings as follows:

- Any time or place when social distancing cannot be maintained
- At the bus stop and while riding the bus
- When they enter and exit the building
- While in common spaces: foyer, hallways, and restrooms.
- When they are in a District vehicle with more than one occupant

Mask Breaks

Mask breaks will be provided as needed throughout the day when individuals cannot maintain social distancing. The mask breaks will be in areas where students can be six (6) feet apart

Transparent Face Coverings

Transparent face coverings will be considered an alternative for teachers and staff to accommodate specific learning needs of students. For example, the District may provide alternate PPD (i.e., masks that are transparent

at or around the mouth) for therapies or interventions that require visualization of movements of the lips and/or mouths (e.g. speech therapy). They may also be used for students with hearing impairment.

Proper Handwashing & Respiratory Hygiene

Protocols have been established to reinforce proper hand washing and respiratory hygiene with all faculty, staff and students. A variety of modalities will be used in the training including protocols in the district newsletter, videos posted to the district webpage and Facebook page. Staff and faculty will receive training on the first days back to school and students when they return to school.

Recommended times are designated for students to wash their hands with soap and water or use hand sanitizer, at a minimum before/after these events:

- At the start of the school day upon arrival
- When student enters a classroom
- After using the restroom
- After touching, sneezing, wiping or blowing noses
- After snacks and lunch breaks

The District will maintain adequate supplies of soap and hand sanitizer with at least 60 percent alcohol.

Health Monitoring & Screening

To ensure all faculty, staff, and students comply with daily screening requirements, CLV will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations.
2. Implement a daily screening protocol, either electronically for faculty and staff, or on paper for students and visitors, that document answers to the following questions:
 - a. Have you experienced any COVID-19 symptoms in the past 14 days?
 - b. Have you had a positive COVID-19 test in the past 14 days?
 - c. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - d. Have you travelled to, and returned from, a state with significant community transmission of COVID-19, as defined by NYS DOH, in the past 14 days?
 - e. Have you had your temperature taken today?
 - f. If you have taken your temperature today, was it over 100°F?
3. If any person answers “yes” to any question, additional immediate screening will be required.
4. Immediate digital notification is sent to CLV Superintendent and/or Building Principal if any faculty and staff member answers “yes” to any question.

Thermometers will be available at designated locations for additional screening if required or if temperature readings were not able to be conducted before entering the CLV facility.

Confirmed Cases of COVID-19

Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect, if feasible. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and ensure they are stored properly away from children.

Testing Responsibility

CLV will not seek to test anyone for COVID-19 or require testing or antibody testing of students or staff members. The Safety Coordinator, Director Level Staff, and/or supervisors may make general recommendations to parents and staff members to seek medical advice from their primary care physician.

The CLV COVID-19 Safety Coordinator, along with all Director Level Staff, receives electronic notification of digital screening results so that appropriate supervisors can be immediately contacted to determine if intervention is needed with any employee that fails screening procedures. Employees immediately receive on-screen instructions to contact their supervisor and, if possible, to NOT enter CLV facilities.

Front desk receptionists will serve as frontline observers of screening of self-transporting students and visitors and will deny entry to any person that fails screening procedures or student will be taken to an isolation area for parent pick-up.

The COVID-19 Safety Coordinator will be notified by Director Level Staff or front desk receptionists if any person fails screening procedures. The Safety Coordinator will work with the appropriate County Health Departments if COVID-19 is suspected. Those that fail screening procedures will not be allowed entry into CLV facilities.

School Nurses in each CLV facility will be key responders if any faculty, staff, students, or visitors are in need of medical care while in our facilities.

Positive Screening Protocols: Prior to School Hours

Screening protocols are in place for COVID-19 exposure or symptoms. If screened at school, student must be sent home with instructions to contact their health care provider for assessment and testing.

- Students sent home because of a positive screening must be separated and supervised until the parent/legal guardian picks them up.
- The District will provide guidelines to parents/legal guardians and related resources for follow-up testing.
- The District will notify the local Department of Health for follow-up guidance.
- The District will follow procedures from the Department of Health for closure, cleaning, and sanitizing of all applicable student contact areas.

A District Newsletter will be sent to all parents prior to the start of school with educational information on the signs of illness and recommendations to keep a sick child at home. Our plan includes provisions for access to remote learning for any child who needs to remain at home. The CLV District Website will continually be updated with recommendations from the NYS DOH and The Centers for Disease Control and Prevention, maintaining an updated list of symptoms of Coronavirus. This list is not all-inclusive, as some individuals may display symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting, and/or
- Diarrhea

Positive Screening Protocols: During School Hours

Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

If there are several students waiting to see the school nurse, arrangements should be made to have students wait at least 6 feet apart.

Where possible, CLV will have two rooms for school health personnel - one room for healthy students who have injuries or need their medications or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies.

School nurses and other school health professionals assessing or providing care to ill students and staff will follow transmission-based precautions, which include the use of appropriate PPE.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet. CLV, at all locations, will follow Education Law § 906:

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

School staff must immediately report any illness of students or staff to the school nurse or administration or the COVID-19 Safety Coordinator. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality.

Returning to School After COVID-19

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

If a person is NOT diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours, OR
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

Refer to the NYSDOH *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure*

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf

Compliance will be monitored and documented by the District for both employees and students.

Collection

The CLV COVID-19 Director Level Staff and building administrators will coordinate efforts, in conjunction with county health officials, to communicate directly with student guardians and request they be seen by a health care provider. Collection locations will vary depending on location and will be determined to maintain confidentiality and minimize potential exposure to others.

Parents will be instructed to call the school upon arrival for student pick-up and will be instructed NOT to enter school facilities.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Students and Staff Who Are At High Risk or Live with a Person At High Risk

The unknown vulnerabilities of our faculty, staff, and students will be handled on a case-by-case basis under the supervision of the Superintendent of Schools. Accommodations, where appropriate, will be provided when and where needed. Faculty and staff will be trained in vulnerabilities outlined in guidance provided by the State Education Department and are asked to notify their immediate supervisor with questions and concerns, and/or to develop an accommodations plan.

The district acknowledges that the following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also need to attend school remotely. The district will need to make accommodations and be able to accommodate the needs of these students in the school community. Faculty and staff who have family members who are in high risk groups may also need to teach remotely on a case-by-case basis and/or to develop an accommodations plan.

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

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

Students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. As these students transition back to the school

environment, our trained teaching staff will plan and coordinate with the following so that a healthy transition is made:

- school health services personnel
- special education personnel
- pupil personnel services, and
- administration

Director of School Health Services

The Superintendent consulted with the School Physician in the development of protocols for signs of illness in students and staff. Protocols are in place for referrals to school nurses and/or outside health providers. Meetings were held with school nurses in July 2020 to establish these protocols. The School Physician will act as the Director of School Health Services.

School Health Offices

Students and staff with symptoms of illness must be sent to the health office within CLV facilities. Students and staff with symptoms of illness that are located in a Host District must follow protocols for that location. Staff located in leased facilities (office space) with symptoms of illness must communicate immediately with their supervisor and their health care provider.

Within CLV owned and operated facilities, the school nurse (and School Medical Director) will assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat.

If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Administrators will work collaboratively with school nurses to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, texts, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Before and Afterschool Programs

CLV does not offer before and after care programs for students. Information on available community daycare options are posted on the District Webpage.

Plan for Closure

Closure Triggers

CLV will consider early warning sign data to help determine when CLV programs will close. Much like our closures for weather and other emergencies, CLV will consider closing programs if students within those programs are coming from a home district that has decided to close. CLV will remain in daily contact with leadership in component districts so that CLV is aware of any COVID-19 related closure in the region. Contact tracing, with assistance from state and county health officials, will be used to assess exposure from any outside sources and determinations for closure will be handled on a case-by-case basis in coordination with the component district leadership and county health officials.

Another consideration for program closures may include absentee rates of faculty, students, and staff. CLV programs will remain open only if absentee rates are at acceptable levels to operate our programs safely and according to DOH and SED regulations.

The major consideration for program closure is the suspected presence of the COVID-19 virus within our facilities or programs, or within a facility where our programs are hosted. In this case, the CLV COVID-19 Safety Coordinator will collaborate with district level staff, county health officials, and component district leadership to determine if a program location must close. The COVID-19 Safety Coordinator and district level staff will use the “CLV Considerations for Closure” as a guide when considering location and/or program closures. Any closures will be officially made by the District Superintendent.

Level of Community Spread based upon Western New York 7-day infection average (Low – Medium – Substantial)	Criteria 1 0 students or staff member infected within a single program or location	Criteria 2 1 student or 1 staff member infected within a single program or location	Criteria 3 2-4 students or staff members infected within a program or multiple programs	Criteria 4 5+ students or staff members infected within a <u>single</u> program/location	Criteria 5 5+ students or staff members infected within <u>multiple</u> programs or locations
Low/No Spread 5% or less (5 or less cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 72 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>	Consider programs/locations closure for up to 14 days. <small>Consult County Health Officials.</small>
Medium Spread 6% to 8% (6 to 8 cases per 100,000)	All programs and locations remain open.	Consider program/location closure for up to 24 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 72 hours. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>	Consider program/location closure for up to 14 days. <small>Consult County Health Officials.</small>
Substantial Spread 9% or more (9 or more cases per 100,000)	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>	Close all programs and locations. <small>Consult County Health Officials.</small>

CLV facilities and programs will close if the Western New York 7-day infection rate average is greater than 9%. This determination will be made by state officials. Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Closure Communication

CLV will utilize well established closure procedures to notify faculty, staff, and students of any closure (protocols for closure related to weather or other emergencies). Closure communications will be coordinated by the COVID-19 Safety Coordinator and the CLV Communications Department.

The **“CLV Plan for Closure”** will be posted on the organizational website. The **“CLV Plan for Containment”** will be posted on the organizational website.

Containment communications will be coordinated by the COVID-19 Safety Coordinator and the CLV Communications Department.

Teaching faculty and staff in host districts will follow the guidelines and protocols of those implemented by the host district where instruction is delivered and will immediately notify their supervisor.

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

CLV will cooperate with state and local health department contact tracing, according to requirements of the New York State Education Department. The CLV COVID-19 Safety Coordinator will, solely, assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members (see **“Practices and Expectations for Daily Screenings for Faculty, Staff, Students, and Visitors”**)
- ensuring student schedules are up to date
- keeping a log of any visitors which includes date, time and where in the school they visited, and
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Facilities - Operations

Before Opening

CLV District has established protocol for maintenance of facilities in compliance with the guidance from the New York State Department of Health and The Center for Disease Control.

- The District has purchased required PPE supplies in accordance with guidance.
- The District has purchased required cleaning and disinfecting products in accordance with guidance.
- The District has signage across all facilities for proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- The District will virtually train all faculty and staff on health and safety protocols, including proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- All cleaning staff have been trained in use of protocols for cleaning, disinfecting, and product use.
- The District will virtually train all students, parents/families on health and safety protocols, including proper hand washing, respiratory hygiene, social distancing, symptoms and illness related to COVID-19, and wearing of face coverings/masks.
- All resources related to health and safety protocols will be posted on the District website and Facebook page.

All instruction within our programs will be delivered in a manner that is compliant with social distancing and PPE measures for all faculty, staff, and students. Close examination of physical space within our facilities has taken place to comply with guidelines from the State Education Department. COVID -19 maximum capacity for 6 feet of social distancing was determined for all instructional and non-instruction spaces, vehicles/busses, and athletic fields.

COVID Maximum Occupancy signage will be placed outside each room location as calculated. Classroom enrollment/capacity numbers will be closely monitored by faculty, administration, and the COVID-19 Safety Coordinator in order to allow for social distancing at all times. Bus capacity will be closely monitored with changes to bus routes to maintain social distancing on busses/vehicles.

Daily Cleaning & Disinfecting Protocols

A thorough cleaning of all buildings will take place prior to students and staff returning for the school year. The District will follow the hygiene and sanitization requirements from the Centers for Disease Control and Prevention (CDC) and NYSDOH document "Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19". Disinfecting products that meet the EPA's criteria for use against SARS-CoV-2 have been procured and will be used.

Facilities Cleaned by CLV Buildings and Grounds Department

- All facilities cleaned and maintained by the CLV Buildings and Grounds Department are cleaned daily according to guidance from the New York State Department of Health and the Centers for Disease Control.
- Daily facility cleaning includes classrooms, restrooms, offices, hallways, conference rooms, theatre, cafeterias, gyms...
- Daily logs are maintained and posted that include the date, time, and scope of cleaning and disinfection in a facility or area.
- High touch surfaces should be cleaned and disinfected more frequently throughout each day.
- Required PPE is provided to all Buildings and Grounds staff as they clean.
- An additional part-time laundry person will be hired to accommodate additional laundry needs.

- Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.
- Routine scheduled maintenance and cleaning and/or changing heating/air conditioning system filters will be maintained throughout the facility and at all times.

Hygiene, Cleaning, and Disinfecting

The CDC and NYSDOH recommends, and CLV will implement the following:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred
- Opening outside doors and windows to increase air circulation in the area
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

Ventilation

The Director of Facilities has conducted an analysis of our ventilation system, and has maximized operations for the circulation of outdoor air as part of our Ventilation Plan. The system will be monitored throughout the opening of school with ongoing preventative maintenance protocol in place.

Staffing Considerations

Accommodations for vulnerable employees with underlying medical conditions or employees who have household members with underlying health conditions will be made to the extent practicable. Employees should contact their supervisor to initiate the discussion. Accommodations may include telework, modified work setting, or additional PPE.

Meetings

To the extent practicable, faculty and staff meetings, department meetings, interviews, CSE meetings, training, professional development, and any other situation requiring dense congregations of people will be held using video or tele-conferencing when possible. Situations requiring in-person gatherings will ensure appropriate social distancing is maintained and will be held in open, well-ventilated spaces. Masks will be required when social distancing is not able to be maintained.

COVID-19 Safety Coordinator

The CLV Director of Facilities has been designated as the COVID-19 Safety Coordinator to ensure compliance with the reopening plan and guidance provided by NYSED, NYSDOH, and the CDC.

School Safety Drills

The CLV District will conduct School Safety Drills with modifications including 6 feet social distancing for all required Fire and Lockdown Drills. The School Resource Officer has modified previous protocols in order to adhere to Health and Safety requirements.

Compliance with Fire Prevention and State Energy Conservation Code

The CLV District does not anticipate changes or additions to facilities.

- The District will abide by all NYS Uniform Fire Prevention and Building Code and the State Energy Conservation Code and submit all changes to the OFP as applicable. Any changes to the plan will be submitted to OFP as applicable.
- The CLV District's last Building Condition Survey and Visual Inspection report was reviewed and our reopening plan is in compliance.
- The CLV District will conduct Lead-In-Water testing in compliance with regulations.
- All CLV District existing and new Alcohol-based Hand-Rubs have been installed in locations in accordance with FCNYS 2020 Section 5705.5 regulations.
- The CLV District does not anticipate making changes to or installation of dividers. If modifications/installation is indicated, the District will submit detailed plans to the OFP.
- The CLV District does not anticipate any new building construction or temporary quarter projects but will submit to OFP any changes as applicable.
- The CLV District will consult with OFP if the district enters into a lease agreement.
- The CLV District will not be using tents for instructional space.
- The CLV District did an analysis of sinks and toilet fixtures, and meets the minimum standards of the BCNYS building condition. Adjustments and modifications to sink and toilet fixtures will be adjusted to student enrollment based on the instructional model.
- The CLV District has added bottle fill water stations and have more on order.
- The CLV District has a written plan of our ventilation system in accordance with Code Ventilation, which adheres to the mandated outdoor air circulation requirements.
- The CLV District does not anticipate any projects dedicated to COVID-19 for the 20-21 school year.
- The CLV District is collaborating with BOCES in securing compliant plastic separators that will not restrict air flow and adhere to Fire Safety Code for the 20-21 school year.

Facilities – Building Procedures

Protocol for Visitors

Access to CLV locations will be limited to only essential visitors. All visitors will participate in self-monitoring checks for symptoms of COVID-19 by completing the sign-in and sign-out form located at main entrances. All visitors will be required to take their temperature before entering CLV locations. Thermometers will be available at all CLV locations for those that are unable to do this at home.

Visible Signage for Hand and Respiratory Hygiene

The CLV District has posters regarding hand and respiratory hygiene that will be posted throughout each classroom, bathrooms, and/or common areas if appropriate. To ensure all faculty, staff, students, and visitors comply with hygiene and cleaning requirements, CLV will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage for hygiene and cleaning practices and expectations.
2. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning to be maintained by the Facilities and Maintenance Department.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% ethanol or 70% isopropyl alcohol for areas where hand washing is not feasible.
4. Provide Faculty, Staff, and Support Services with student-safe cleaning products to clean room surfaces throughout the day.
5. Staff Training will be provided to promote healthy hygiene practices. Training will include, but is not limited to:
 - Proper hand washing techniques
 - Use of hand sanitizer
 - Respiratory etiquette, including covering coughs and sneezes
 - Proper use of face coverings
 - Encourage staff to stay home when sick
6. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering
7. Conduct regular cleaning and disinfection daily, or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas (must be completed)
8. Require that hand washing take place before and after consuming food.

Practices and Expectations for Personal Protective Equipment (PPE) for Faculty, Staff, Students, and Visitors

To ensure all faculty, staff, students, and visitors comply with protective equipment requirements, faculty, staff and students will do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding PPE practices and expectations.
2. CLV will provide employees and students with an acceptable face covering at no cost and have an adequate supply of coverings in case replacement is needed.
3. 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.
4. Training will be provided to all staff members and students on the proper use of face coverings including:
 - How to Wear Face Covering Appropriately
 - How to Put on/Remove Face Covering

- How to Properly Remove a Face Covering
 - Proper Care of Face Coverings
5. Face coverings must be worn at all times when social distancing is difficult or impossible to practice.
 - Students must wear face coverings at all times when in school vehicles and busses.
 - Students must wear face coverings at all times when it is difficult or impossible to practice 6 feet social distancing including when in a school vehicle or school bus, entering school, exiting school, hallways, bathrooms, and other common areas.
 - Students may remove face covering during instruction if they are seated six feet apart and while eating meals while maintaining 6 feet social distancing. The only exception to the mask requirement is that students whose physical or mental health would be impaired by wearing a mask are not required to do so. This will be handled on a case-by-case basis.
 - Faculty and staff will wear face coverings when it is not possible to maintain 6 feet social distancing. Faculty and staff may remove face coverings when social distancing is being practiced. Frequently provide mask breaks to students when 6 feet social distancing is not practical.
 - Visitors are required to wear face coverings at all times, unless otherwise instructed by a CLV district level staff member.
 6. When in contact with shared objects or frequently touched areas, gloves will be provided; employees, students, and visitors are encouraged to wash hands before and after contact.
 7. Touching of shared objects and surfaces is discouraged.
 - Examples of some frequently touched areas in schools: classroom desks and chairs, lunchroom tables and chairs, door handles and push plates, handrails, kitchen and bathroom faucets, light switches, handles on equipment (e.g. athletic equipment), buttons on vending machines and elevators, shared telephones, shared desktops, iPads, laptops, bus seats and handrails, etc.
 8. Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects
 - First, clean the surface or object with soap and water
 - Then, disinfect using an EPA-approved disinfectant
 - If an EPA-approved disinfectant is unavailable, you can use 70% isopropyl alcohol solutions to disinfect

CLV will provide adequate supplies for staff and students who forget their masks, and PPE for use by school health officials.

Building Access

Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and DOH guidelines for COVID-19 symptoms) will be excluded as per DOH Guidelines.

Front office personnel will require visitors to screen as they enter the building. This will include completion of the daily health assessment, temperature check, hand sanitization, and wearing of mask before a visitor is allowed into the school. Documentation will be maintained.

Considerations for All Schools: Student Flow, Entry, Exit, & Common Areas

- Minimize interaction of students between drop-off and entrance to school facilities.
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways.

- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts, when feasible, as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other district-set groups of students.
- Minimize large group gatherings.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height, based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Consider a schedule that limits access, if any, to lockers to keep traffic in the hallways within social distancing protocols.

Arrival & Dismissal

- Parent Drop-off/Pick-Up will be at designated times and locations, coordinated and implemented according to guidelines.
- Vehicle flow and logistics will be considered to accommodate anticipated increase in parent transports.
- Limited numbers of busses will unload at a time in the designated area.
- Students must report to their classroom upon arrival.
- Staff will monitor students' use of lockers at both arrival and dismissal.
- If parents are signing out at a time other than arrival or dismissal, the procedure will take place in the Health Office or the Main Office, based on purpose.
- Drop-off of items to students will be limited to emergency reasons.

Cohorts

- A "cohort" is a group, or team, of students and educators with consistent members that stay together throughout the school day.
- When possible, we will have teachers of specific academic content areas rotate, instead of student groups.
- Maximize other safety precautions where cohorts may have contact, such as more closely monitored use of facial coverings, hand washing and sanitizing between cohorts.
- Cohorts will be assigned a specific entry and exit that remains consistent day-to-day.
- Similar design will be implemented for assignment of restrooms, classrooms, and outside space where it is possible to restrict primary use to a single cohort, or consistent group of cohorts.

Child Nutrition

Students eligible for free/reduced breakfasts and lunches will be provided with breakfast and lunch in accordance with all NYSED's Child Nutrition regulations. All other students have the option to bring and/or purchase a breakfast and lunch.

- The district will provide all enrolled students in the SFA program with access to breakfast and lunch each school day to include those students taught remotely
- The district will implement all applicable health and safety guidelines in accordance with the NYSED Child Nutrition guidelines and DOH regulations
- The district will ensure the protection of students with food allergies when providing meals outside of the cafeteria, including the training of teachers and staff as applicable on food allergies in collaboration with the school nurse
- Protocols and procedures will be placed (posters) in all areas where students consume meals, including breakfast and lunch (café, classrooms...), outlining protocols and procedures for hand hygiene before and after eating to include the teaching of hand hygiene protocols and procedures to all staff, faculty, students and parents by demonstration and video through the CDC
- The district will have protocols and procedures in place in accordance with the DOH to ensure the required cleaning and disinfection of all areas where students consume meals, to include classrooms and common areas, between use among groups of students as applicable
- School Food Authorities requirements will be adhered to in compliance with the Child Nutrition Program

The District contracted Food Service Provider will complete a daily health assessment and monitor staff self-monitoring for any COVID-19 type signs and symptoms. All food service staff will be required to wear face coverings at all times while preparing and serving food.

Proper cleaning and disinfection will occur in the food service area and cafeteria/dining area between meal periods. Kitchen and serving areas will be cleaned and disinfected on a daily basis. Equipment, including high-touch objects, will be disinfected daily or more often given the rate of usage.

Transportation

Bus transportation to and from home to school and from school to any off-site locations for special education programs and CTE programs will adhere to SED guidance.

- Busses will be cleaned/disinfected once a day and between bus runs if used twice a day
- High contact spots will be wiped down after each run according to established cleaning and disinfecting protocol
- Buses will not be equipped with hand sanitizer due to its combustible nature

All transportation staff, including bus drivers and bus monitors, will follow district protocols.

Bus drivers and monitors will:

- not carry personal bottles of hand sanitizers
- must wear a face covering along with optional face shield
- follow all CLV protocols, including training for COVID-19 symptoms, social distancing, and PPE
- ensure Hand sanitizer is provided for all staff in their transportation location such as dispatch, offices, employee lunch/break rooms and bus garage
- Drivers and monitors who have direct contact with students must wear gloves
- Drivers and monitors must complete the digital sign-in before reporting to work each day
- Students must wear a mask on a school bus/vehicle if they are physically able
- Students who do not have a mask will NOT be denied transportation
- Students who do not have masks will be provided one at no cost
- Students with a disability which would prevent them from wearing a mask will not be required to wear one or be denied transportation
- Students and parents will receive training materials in the mail in advance of the start of the school year on how to wear a mask for any student riding a school bus. Students will receive additional training on the first day of school by individual teachers and administration. Handouts, posters, and videos posted on the district website will be used to reinforce social distancing on the bus.
- Students and parents will receive training materials in the mail in advance of the start of the school year for any student riding a school bus on use of face coverings and PPE and the signs and symptoms of COVID – 19, to include information in the district newsletter, Facebook, district website, and letters to parents. Videos will be posted online on the district Facebook page and website for parents to view with their children. The district will access instructional materials available through the NYS DOH and CDC. Students will receive additional training on the first day of school by individual teachers and administration. Handouts, posters, and videos posted on the district website will be used to reinforce social distancing on the bus.
- Students will be trained prior to school through communication to parents on social distancing on the bus including district newsletter and materials posted on the district Facebook and webpage. Students will be provided reminders on social distancing and be assigned seats on the bus that are socially distanced.
- If the district is in session remotely, bus routes will remain scheduled for all students with Individualized Education Programs, non-public, parochial, private and charter schools. Contacts will be made in advance of the school year to schedule bus routes.

Social Emotional Learning

District and building-wide comprehensive developmental school counseling plans will be reviewed and updated in accordance with established practices incorporating plans to address the needs of students and staff related to COVID – 19. The District has an established advisory council that meets regularly and provides updates to the District’s Comprehensive Counseling Plan.

The district will continue to provide for the mental health, behavioral, and emotional needs of students including integration of Restorative Practices and Trauma Informed Care and other established programs. Counselors are available to work with students and families face-to-face and/or virtually. Faculty and staff will be provided with either in-person or on-line training in social, emotional and trauma informed practices during professional development days at the beginning of the school year consistent with past practice. Many faculty and staff are trained in these practices and implement them in classrooms. It is expected that these practices will continue.

School counselors UPK -12th grades will continue to provide supports and resources to students and families with social and emotional needs both in school face-to-face and remotely. All teachers will be trained on a referral process for students in school and those students learning remotely. Referrals will be made to outside agencies in support of students and families as with past practice.

EAP (Employee Assistance Program) is available to all CLV employees. The existence of this service is communicated to all faculty and staff often and is widely used.

A family support liaison will continue to serve as a resource for linking families to outside agencies, mental health providers, and resources.

On-going professional development will be provided to faculty and staff related to COVID-19 issues, regardless of the instructional model – in-person, hybrid, remote.

- Provide professional development to support educators.
- Integration of SEL in their teaching, including the skills to foster positive learning environments and techniques for embedding SEL into instruction (in-person and remote and/or virtual instruction).
- Understanding and utilization of trauma-informed practices.
- Protocol for identifying and supporting students who may be experiencing social- emotional, behavioral, and mental health challenges.
- Using an Advisory model, the faculty and staff will maintain staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and who their family is able to connect with for any needed support.

School Schedules

School schedules have been created for UPK – 12th grade students for face-to-face, blended/hybrid and remote learning. Face-to-face and the blended/hybrid models take into account all NYSED, DOH and CDC protocols for health and safety and 6 feet social distancing. However, in the in-person plan, the CLV District would not have enough staffing to cover the instructional load and space is at maximum use.

Space Limitations

In June 2020, the District, in collaboration with architects and the Director of Facilities, conducted a Space Utilization Study to determine the number of students and faculty that could be in each instructional space using the 6-foot social distancing requirements. Based on those results, CLV has determined that the building, which houses PK-12, cannot accommodate 100% of students in-person. Most of the instructional spaces can hold between 10-12 students and faculty, but even when considering our large spaces, we are not able to abide by the NYSED, NYSDOH, and CDC guidelines.

Staffing Limitations

In June 2020, the Superintendent conducted a review of all instructional staff certification. When attempting to map out the 100% in-person model, we were unable to secure certified staff for the appropriate number of instructional duties but lacked supervision in approximately 20% of classrooms.

Advisory System

CLV will use an Advisory System, regardless of the school schedule or model implemented, to support the social-emotional needs of students and staff. Teacher, support staff, or counselor will be assigned a small group of students (8-10) whom they will connect with on a daily basis in a substantial interaction. Advisors will work with students and their families to develop weekly learning plans, including setting goals, determining assignment and project schedules, and arranging for additional supports.

3 Reopening Models At-A-Glance

	IN-PERSON	HYBRID	REMOTE
Model Overview	<p>PK-6: In-person 4 days; 1 day remote</p> <p>7-12: 2 days, alternating Group A then Group B; 3 days remote</p> <p>1 day of Deep Cleaning; Remote Learning per week</p> <p>NOTE: At space and staffing capacity; Unsustainable model; Health & Safety requirements are questioned</p>	<p>PK-12: In-person 2 days; 3 days remote with rotating schedule</p> <p>➔ Group A = M/W or M/T (2 days)</p> <p>➔ Group B = T/Th or Th/F (2 days)</p> <p>1 day of Deep Cleaning/Remote Learning per week</p> <p>NOTE: Most equitable model for students and faculty; adheres to more Health & Safety recommendations</p>	<p>PK-12: All students would participate in remote learning 5 days per week</p>

MODEL #1: In-Person [Pk-6 4 days/week; 7-12 divided into 2 groups alternating 2 days/week]

CLV, due to space and staffing limitations, is not able to provide a 100% return to school for all students PK – 12. After receiving feedback from stakeholders and the community, we determined that an in-person model that included 100% of learners in grades PK-6 would support more needs, however it uses all of our space and staffing resources to the max, with no flexibility for coverage or changes to the plan, based on new requirements set forth by NYSED, NYSDOH, and the CDC.

Example In-Person Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK-6: 100% In-person	PK-6: 100% In-person	PK-6: 100% In-person	PK-6: 100% In-person	Group A & B: Remote learning
Gr 7-12 Group A: In-person [50%]	Gr 7-12 Group B: In-person [50%]	Gr 7-12 Group A: In-person [50%]	Gr 7-12 Group B: In-person [50%]	
Gr 7-12 Group B: Remote learning	Gr 7-12 Group A: Remote learning	Gr 7-12 Group B: Remote learning	Gr 7-12 Group A: Remote learning	

SUMMARY OF MODEL #1: IN-PERSON	
Cohort	<ul style="list-style-type: none"> * PK-6 => Homerooms would double to spread out students in instructional spaces to follow social distancing requirements [from 34 HR -> 60 HR; take over space in MS/HS] * Gr 7-12 => Larger cohorts in larger spaces all day (gyms, cafeterias, theater)
Social Emotional	<ul style="list-style-type: none"> * Peer interactions; limited socialization * Face-to-face counseling and trauma support
Curriculum & Instruction	<ul style="list-style-type: none"> * Focus on core classes [ELA, math, Sci, SS] * Special areas & electives all virtual * Limited Academic Support Services * Special Ed. programming/services provided virtually and face-to-face
Technology	<ul style="list-style-type: none"> * 1:1 technology for all students PK-12 * Access to school internet & tech * Supports face-to-face instruction
Scheduling	<ul style="list-style-type: none"> * Scheduling is maxed out * Staggered start/end times * 1st Run PK-6; 2nd Run 7-12 [masks full time]
Faculty & Staff	<ul style="list-style-type: none"> * Faculty & staffing shortages * Teaching out of certification * Teachers reshuffling to PK-4
Health & Safety	<ul style="list-style-type: none"> * Mask breaks less frequent * Minimal movement and transitioning * Stricter schedules for bathroom breaks, locker access, transitions

MODEL #2: Hybrid [Pk-12 2 days in-person/week; 50% of students in building]

The Hybrid Model, which puts only 50% of the student body in the building at any given time, provides the District with the most flexibility and equity across all grades and subject areas. This model also provides for not only adherence to the Health and Safety requirements, but also many of the recommendations described in the NYSED Guidance Document.

Example In-Person/Hybrid Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A: In-person	Group B: In-person	Group A: In-person	Group B: In-person	Group A & B: Remote learning
Group B: Remote learning	Group A: Remote learning	Group B: Remote learning	Group A: Remote learning	

SUMMARY OF MODEL #2: HYBRID LEARNING WITH 50% CAPACITY

Cohort	<ul style="list-style-type: none"> * PK-12 => Small cohorts of 8-10 students in classrooms throughout the day * Students divided into Group A and Group B, with alternating in-person schedules
Social Emotional	<ul style="list-style-type: none"> * Peer interactions; increased socialization * Face-to-face counseling and trauma support
Curriculum & Instruction	<ul style="list-style-type: none"> * Focus on core classes [ELA, math, Sci, SS] * Special Areas & electives face-to-face * All Academic Support Services available * Special Ed. programming/services provided virtually and face-to-face
Technology	<ul style="list-style-type: none"> * 1:1 technology for all students PK-12 * Addressing connectivity in community * Options for technology use at home without Internet connectivity
Scheduling	<ul style="list-style-type: none"> * Scheduling is fluid; flexibility * Regular school day [7:45a-3p] * 1 bus run daily + BOCES runs [masks full time]
Faculty & Staff	<ul style="list-style-type: none"> * Faculty & staff available for coverage in case of quarantine/sickness * Teachers teaching in certification area * Cohort teacher
Health & Safety	<ul style="list-style-type: none"> * Greater social distancing options in the classroom * More mask breaks * More movement within the classroom with 6 feet social distancing

MODEL #3: Remote Learning [Pk-12 100% online learning]

The CLV Remote Learning Model takes into consideration best practices for providing online learning. CLV will develop daily schedules for learners that include Core subjects, Specials, and electives, similar to in-person learning. Using Microsoft Teams, Schoology, and/or Dojo Portfolio, students and families can access live instruction or recorded lessons using the Flipped Classroom model. Students and families will receive additional supports, including access to module workbooks, class texts or textbooks, and other resources essential for success in the course.

Example In-Person/Hybrid Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning	PK-12: Remote Learning

SUMMARY OF MODEL #3: REMOTE LEARNING	
Cohort	* PK-12 Remote learning for all students 5 days per week
Social Emotional	* Remote cohorts using advisory systems * Remote counseling and trauma support
Curriculum & Instruction	* Peer interactions in virtual community * Counseling and trauma support online
Technology	* Full schedule with core classes, Special Area and elective classes offered in virtual environment * Special Ed. programming/services provided virtually
Scheduling	* 1:1 technology for all students PK-12 * Virtual Platform for LIVE instruction * Student advisory program * Options for technology without Internet
Faculty & Staff	* Daily schedule with LIVE instruction * Recorded lesson using a Flipped Classroom Model
Health & Safety	* All faculty and staff will be trained on best practices for virtual learning

The District will make accommodations for students with special needs.

Attendance & Chronic Absenteeism

The district will collect and report daily teacher student engagement or attendance while teaching face-to-face, in a remote or hybrid schedule. Teachers will collect and report attendance through a student management system—PowerSchool. Cohorts of students will be assigned to advisories and a teacher will oversee each advisory for anyone instructed remotely. The advisory teacher will make daily contact via Zoom and/or Team meetings, phone calls, or email and maintain a summary of the communication and attendance/engagement.

Technology & Connectivity

The CLV District is a 1:1 device district UPK – 12th grades. The District has a comprehensive technology plan. This plan addresses the needs of students in a face-to-face, hybrid and/or virtual model. There are accommodations for students who do not have access to the internet at home including access to “hot spots” at the CLV main building, “hot spots” in the community at local libraries and businesses, and three busses are equipped with connectivity access and will be located at scheduled times and locations in the community. Options for those without internet include provision of laptop and flash drives.

- The district conducted a survey of all students and teachers to assess technology and connectivity in July 2020. The results of the survey are driving instructional programs, teaching and learning. Questions included: Do you have Internet access at home? What are the barriers to getting the internet? How reliable is your Internet? What type of Internet do you have?
We are a 1:1 district and options include iPads UPK – 9 and laptops 10 – 12. Flash drives will be provided to students with laptops. The district has equipped three busses with Wi-Fi that will be accessible in the community on designated dates and times.
- We have shifted to a 1:1 device district providing iPads to all students UPK – 9th grade and laptops to all students 10 – 12th grades. We have identified students that do not have, or do not have adequate, internet access and have 3 busses equipped with Wi-Fi that will be in the community M – F at designated times and locations for downloading of materials. Additional “hotspots” were installed adjacent to school parking lots when we transitioned to remote learning in March, 2020. “Hot spots” are also available at various businesses in the community. The district is working with various internet providers in an attempt to address issues of affordability and access. A plan is in place to provide flash drives to students using laptops with downloadable activities and assignments.

Engagement Strategies & Online Tools

The District is assessing online tools in support of asynchronous and synchronous learning. The District has developed building-based committees to research best-practices in support of both models. Professional development opportunities have been offered since March 2020, and will continue through the 20-21 school year.

Teaching & Learning

Continuity of Learning Plan

All CLV students are entitled to a free public education. All students must have the opportunity to feel safe, engaged, and excited about their learning, whether in-person, remote, or some combination of the two. CLV will place the utmost importance on individual student needs and work to achieve equity across all learning experiences. Regardless of the instructional model used, CLV will ensure continuity of learning with the least disruption, ensuring substantive daily interaction between teachers and students and open communication between parents and guardians. The CLV Continuity of Learning Plan is designed to meet the unique needs of ALL of our students, including instructional goals designed with students' skill level and abilities in mind. CLV will ensure that faculty and support staff, families and students receive the orientation and preparation necessary to ensure true continuity and accessibility to all of our programs. Should families and students have limited or no access to technology or the Internet, the District will offer alternative instruction that is comparable. The CLV Continuity of Learning Plan ensures that the district is prepared for short- and long-term school closures in the event of an emergency.

Educational Programming

CLV's curriculum and instruction is aligned to the New York State Learning Standards, regardless of the instructional model – in-person, hybrid, remote learning.

Grades PK-6 Programming

CLV will provide high quality, rigorous, standards-based instruction to all learners and across all curricular areas, regardless of the instructional model – in-person, hybrid, virtual. To the extent practicable, the District will ensure that students receive instruction in core subjects, as well as Art, Music, Library, Physical Education, and elective courses. Using an Advisory Model where groups of 6-8 students are paired up with an educator who will work with the students and parents/guardians to create a learning plan, engage in daily, substantial contact, and monitor progress, CLV will ensure that students have access and interaction with an appropriately certified teacher on a regular basis in all of the proposed models of instruction.

Grades 7-12 Programming

CLV will provide instruction designed to meet and achieve the NYS Learning Standards using the 'Unit of Study' requirements built into to students' schedules. Regardless of the instructional model selected (in-person, hybrid, virtual), CLV students will have equitable access to high quality rigorous instructional opportunities and experiences provided by highly qualified, certified teaching professionals, competent in the content or discipline of the course.

Special Education Programming:

CLV Special education programs and services provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum in our district. Our highly qualified faculty and staff will provide a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. CLV considers in-person services a priority for high-needs students and preschool students with disabilities whenever possible. CLV administration, faculty, and staff will implement all guidelines from SED stated in the *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools* document.

Substantive Interactions Between Teachers & Students

CLV has established practices in place to ensure daily, substantive interactions between teachers, students, and families. In all 3 models, in-person, hybrid, and remote learning, CLV will implement an Advisory System where teachers, Service Providers, and support staff will be assigned a small group of students (8-10) to act as a case manager/advisor. Roles and responsibilities include goal setting, planning for project and assignment completion, organizing additional supports, and advocating for student and family needs. In addition to the regular, daily teacher-student interactions, this will create a streamline approach to communication between home and school, as well as a structure to support the whole child academically, socially, and emotionally.

Equity & Accessibility of Quality Teaching and Learning

CLV's Reopening Plan and curriculum is aligned to the New York State Learning Standards, including the use of NYS Modules and resources to support teaching and learning. Regardless of the model chosen, in-person, hybrid, remote, CLV will provide all learners with access to all courses, including Core Subjects, Special Areas, and electives. The priority for the instruction will be that which best prepares students to meet the learning outcomes for the course and prepares for the culminating examination, if applicable. Any student who achieves the learning outcomes for the course should earn the applicable course/diploma credit without regard to the 180-minute/week unit of study requirement in Commissioner's Regulations Part 100.1.

Communication Plan

CLV's Reopening Plan ensures that clear and consistent communication is emphasized. The District will use a variety of communication methods, including but not limited to mail, phone calls, email, website, social media, feedback surveys, Class Dojo, Microsoft Teams, and Schoology to reach all of the stakeholders across the district. The District will ensure that communication methods are consistent across grade-levels and buildings, and appropriate developmentally for learners. Opportunities for training and support has been setup through the CLV Technology Department, ensuring that students and families can easily contact the school district for tech assistance or to address concerns and questions.

Collaboration with Community Agencies

CLV will continue to work with eligible agencies to support the instructional programs, social emotional needs, and wrap around services. The District will ensure that all eligible agencies also have a Continuity of Learning plan that addresses in-person, remote, and hybrid models.

Pre-Kindergarten Programming

The CLV Prekindergarten program will adhere to all Health & Safety practices outlined in the CLV Reopening Plan, including but not limited to, lunches in the classroom with appropriate social distancing of at least 6 ft., sanitization of all classroom supplies and napping materials daily, and limiting center-based and small group learning to ensure only one student is using a center and supplies at a time with appropriate sanitation after each use. CLV will ensure continuity of learning regardless of the model (in-person, virtual, or hybrid) by creating programming that is aligned to the NYS Learning Standards for Pre-Kindergarten and focused on authentic, play-based learning practices. CLV's PK program will continue to be delivered, regardless of model, by a certified teacher as outlined in Education Law sections 3602-e and 3602-ee. Paraprofessionals, teacher aides, will be scheduled in each classroom to support teaching and learning. CLV will use a Cohort Model to ensure minimal opportunities for exposure and increased health and safety recommendations.

Special Education

Free Appropriate Public Education (FAPE)

FAPE will be provided consistent with the need to protect the health and safety of students with disabilities and those providing special education programming and related services.

The provision of FAPE will be determined on a case by case basis with the ongoing input of the teachers, providers, CSE, the student (where applicable) and a parent/guardian.

The provision of FAPE may evolve throughout the school year for each child depending upon the following

- In-person instruction vs. Virtual instruction
- Building-level considerations
- Program model considerations

MODEL #1: In-person

- Students will be provided programming by the Special Education teacher when present in school in accordance with the frequency and duration in their IEP
- Students will receive related services in accordance with the frequency and duration detailed in their IEP
- Programming and services will be documented daily in the excel spreadsheet by the Special Education teachers and Related Service providers
- Special Education teachers and Related Service providers, as well as the CSE, will communicate student progress home regularly in the parent or guardian's mode and language of choice

MODEL #2: Hybrid

- Students will be provided programming by the Special Education teacher both when present in school and when attending virtually via Microsoft Teams or Zoom Pro in accordance with the frequency and duration in their IEP
- Students will receive related services in accordance with the frequency and duration detailed in their IEP both when face to face or when attending remotely
- Programming and services will be documented daily in the excel spreadsheet by the Special Education teachers and Related Service providers.
- Should students not have access to high quality internet, they will be provided with access to high quality recorded instruction via USB flash drive to view at home (to be provided on days they attend face to face)
- Special Education teachers and Related Service providers, as well as the CSE, will communicate student progress home on a daily basis in the parent or guardian's mode and language of choice

MODEL #3: Remote

- Students will be provided programming by the Special Education teacher when attending virtually via Microsoft Teams or Zoom Pro in accordance with the frequency and duration in their IEP
- Students will receive related services in accordance with the frequency and duration detailed in their IEP when attending remotely
- Programming and services will be documented daily in the excel spreadsheet by the Special Education teachers and Related Service providers.
- Should students not have access to high quality internet, they will be provided with access to high quality recorded instruction via USB flash drive to view at home (to be delivered via transportation)
- Special Education teachers and Related Service providers, as well as the CSE, will communicate student progress home daily in the parent or guardian's mode and language of choice

Documentation

The Department of Special Education uses the Individual Education Plan (IEP) as a framework for meeting the needs of each student with a disability. The Department of Special Education will document the provision of programs and services in a consistent fashion including the completion of IEP progress reports. This staff will also communicate to parents via phone, email, or other means on a regular basis in the parents' preferred language or mode of communication.

Parent Engagement

Communication with parents/guardians will be provided in the language preference of the students' families, in accordance with federal and State requirements. The mode of communication includes but is not limited to interpreting services, closed captioning and teleconferencing with sign language.

The Department of Special Education will:

- Use varied modes of communication to include emails, letters home, and phone calls.
- Communicate with parents/guardians to ensure there is an understanding of the district's efforts to provide services consistent with the recommendations on the IEP and monitor student progress.
- Document all outreach efforts.

Collaboration

The CPSE and CSE will continue to review and develop plans to provide services for students. The progress monitoring of goals and development of specially designed instruction will be implemented consistently. Special education staff will regularly monitor and communicate progress to parents.

Access

Access to necessary accommodations, modifications, supplementary aids and services, and technology (assistive technology included), will be provided to students to meet their unique disability related needs.

Bilingual Education and World Languages

The district has one ELL student. An itinerant teacher from BOCES coordinates ELL services. Our plan includes ELL services across three model options: face-to-face, hybrid or virtually. The District provides resources and services consistent with Commissioner's Regulations Part 154.

The District complies with mandated testing and assessment protocol for ELL students and all Units of Study are based on the student's English Language Proficiency level that is assessed within all three models: face-to-face, hybrid or virtually with Units of Study provided accordingly by the ELL BOCES teacher.

The BOCES itinerant teachers and building principal maintain on-going communication, review of proficiency levels, and periodic updates in performance and language acquisition through emails, phone calls and written communication in accordance with established protocols that can be supported in a face-to-face, hybrid or virtual model.

Teacher & Principal Evaluation System

As required by the New York State Education Department, the CLV APPR Plan will be fully implemented during the 2020-21 school year. Each educator's evaluation must include at least one required student performance measure (SLO for teachers, SLOs or an input model for principals). Observations/School Visits will be conducted within our remote instruction model, documented in My Learning Plan, and submitted to the State Education Department according to the CLV APPR plan and Education Law 3012-d.

Certification, Incidental Teaching & Substitute Teaching

The District will ensure that each teacher holds a valid and appropriate certificate for their teaching assignment, except where otherwise allowable under the Commissioners Regulations or Education Law.

Athletics & Extra-Curricular

As of July 13, 2020, there are no interscholastic sporting events. Extra-curricular will be considered through virtual experiences.