

# Charlotte Valley Reopening Plan

Mitigate community/student/staff risk the best we can

Change student discipline policy to include facemask wearing and consequences

Keep direct student contact between each other to a minimal exposure

## **3 Key points**

1. Social distance
2. Wear masks
3. Be responsible and accountable to your community

## **Transportation**

1. Parents will be encouraged to self-transport students
2. Students will put on facemask before entering the vehicle
3. Students 1<sup>st</sup> on the bus will go to rear of bus and vice a versa at dismissal to limit student contact
4. Face masks are required on all bus by students and drivers where social distancing isn't available.
5. Students who do not follow #2 &4 will be removed from the bus and required to self-transport.
6. Busses will be disinfected after each morning and afternoon
7. Hand sanitizer will be available at front of the bus
8. Family members will sit together

## **Food service**

1. Students will rotate eating in classroom for breakfast and lunch according to Mr. Thorsland's schedule

2. No cash transactions will be allowed at register
3. Students will eat 3 to a round table 6 to a large table
4. Students will sanitize hands before and after eating meals
5. Specialized meal containers will be used where appropriate in classrooms
6. Students will have to wear masks when not eating.
7. Food pickup will be on Mondays and there will be no delivery

### **Classroom**

1. Social distancing is required when possible
2. Students are not required to wear mask during academic time
3. Students will face forward during instruction
4. Personal water bottles are required for all students
5. Handwashing at 8 am 10 am and 2 pm is required
6. Leave the classroom washing of hands is required before resuming desk work
7. Occupancy according to class size and student need. STEM, APR, 5/6 room will be utilized for larger class sizes. Café 9-10:15 and 1 2:45. Mr. Miller's room is largest in HS
8. Students will remain in classroom, there will be no cross instruction between classrooms.
9. Students are to remain in classroom and not sent to office for disciplinary reasons, the office personnel will pick up individuals for meetings

### **Hallways**

1. Social distancing down right side each way
2. Locker availability is before and after school only

3. Facemasks required when in the hallway

### **Cleaning and disinfecting**

1. All surfaces will be disinfected daily
2. Handrails door knobs, desk tops etc. will be cleaned daily
3. DOH guidelines will be followed for cleaning and disinfecting common areas

### **Academic**

1. Online and hybrid models will be developed in case of need
2. In School model will be primary mode of education
  - A. 8 period day(from 9) or shortened class day (9 periods)
  - B. Minimize movement in/ out of classroom where possible
  - C. Required 1 assignment online... instruction and work required
  - D. Modified science lab time
  - E. Spaced out social distancing for PE, Art and Music using large spacing or outdoors when practical
  - F. Elementary-MS , SPED/ IEP students will be prioritized over HS for in person instruction

### **Building protocols**

1. No visitors past vestibule
2. Students will provide personal face coverings for bus and school
3. Facemask's are required where social distancing isn't available

4. 3 question CIVID questionnaire mandatory for teachers/staff daily
5. Students temp screened at front door or assigned entrances  
Check list for yes/no is to be kept
6. Zoom parent teacher conferences
7. Zoom SPED meetings

### Engagement with Visitors

- Nonessential visitors will be limited to only CVCS events at our facilities .
    - Exceptions can be made with approval by the District or or administration
  - Appointments should be made for visitors
  - A log of visitors must be maintained at each center.
    - The lobby guard system will be used .
  - Visitors are also required to complete a self-assessment before entrance.
  - Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site.
  - Stakeholder meetings should be conducted via phone/virtual conferences as much as possible.
  - Shared writing utensils, papers, screens for sign in should be cleaned between use.
  - Protective barrier can be placed in front of reception area staff.
  - Reception seating areas will be removed. Visitors should wait in their car to be called to enter the building.
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8. Face coverings/PPE will be available
  9. No field trips
  10. No CROP

11. Athletics see NYSPHSAA ruling

### **Health considerations**

1. Separate COVID / Flu room for suspected individuals
2. Windows should be open on busses and classrooms where practical
3. Contact tracing of positive test results required
4. Students and teachers /staff must test negative before return to school after positive diagnosis.
5. Adherence to the <5% and > 9 % protocols to resume or close entire school building.
6. Students or staff exhibiting COVID related symptoms will be screened by school nurse or medical designee and isolated

### **Measures implemented by each staff member to ensure the safety of all employees/students:**

- Employees are encouraged to provide their own acceptable face coverings, but adequate personal protective equipment (PPE) will be also be made available
- Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Employees shall wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

- All staff should assist with cleaning and/or disinfecting workstations, classroom desks and chairs, shared equipment and common touch areas with provided cleaning products.
- Staff should limit the number of personal items they bring to school. Please keep your essential items gathered in a bag that can be kept at your desk. Desks should also be cleared of personal items as much as possible, to cut down on the added surfaces that require cleaning.
- Employees should avoid all non-essential travel to states on NY travel advisory list. CVCS will enforce NYS Executive Orders regarding the required self-quarantine after travel to states with high rates of COVID-19 outbreak. The list of states is updated often and can be found at:  
<https://coronavirus.health.ny.gov/covid-19-travel-advisory#:~:text=If%20you%20have%20traveled%20from,criteria%20for%20requiring%20such%20quarantine.>

## **Communications systems**

1. Website
2. Robo call
3. Email
4. Signs in public places, bathrooms and common areas
5. Arrows or dots on floors to promote social distancing

## **Post signs**

To promote healthy behaviors, CVCS will post appropriate signage:

- To ensure all personnel are screened before entering the building;
- That all persons must log in and log out of the building;
- How to stop the spread of COVID-19;

- Properly wash hands;
- Promote everyday protective measures;
- Properly wear a face covering.

### **Main Office**

1 No one steps behind the counter for use of copier or office supplies except office personnel

2. Students will not be allowed in office areas unless specifically called for

3. Office will call down students, students are not to be sent to office

### **Nurse's office**

1. No student should be sent to office, an escort will be sent by nurses office

2. Mrs Walmsley will be office alternate when Mrs. Losie is isolating student(s)

3.

### **Break Rooms, Lunch Rooms and Copiers**

- Communal meals will not be provided to employees or meeting attendees and food will not be available in common areas where employees may congregate.
- Lunch breaks will be staggered to minimize occupancy in break rooms and allow for social distancing.
- Shared appliances, such as coffee pots and microwaves, should be cleaned by the employee that used the appliance after every use.
- Copiers, door handles, light switches and railings are high touch items. They will be cleaned twice per day by our custodial staff. Employees should also take their own

precautions to clean high touch areas and wash hands after touching these items.

## **Personal Protective Equipment**

- Employees must wear a face covering upon entering the building and in any shared space. Face coverings can be removed when at your own work station, if it is properly social distanced from other staff.
- Washable cloth masks are acceptable.
- Face shields are an acceptable alternative for those who:
  - Are medically unable to wear a face mask;
  - In the case where work with others that require visualization of the movement of the lips, clear masks are available.
- CVCS will purchase disposable masks, shields and gloves for employee use as needed or if an employee has forgotten their own PPE.
  - These supplies will be kept in the main office
- While CVCS, you must have in your possession an acceptable face covering at all times;
- Face coverings must cover your nose and mouth completely and fit snugly against the side of the face.
- 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.
  - Washing face coverings in a washing machine and drying in a dryer is recommended.
  - If coverings are hand washed, prepare a bleach solution of 4 teaspoons of household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air

dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.

- Reusable coverings should be washed daily or when visibly spoiled.
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.
- Hand Sanitizer will be provided by the BOCES. Stations will be placed at entrances and common/shared spaces. Please feel free to bring your own small bottle to be filled and used at your own work station.

### **BOCES Students OAOC/NCOC**

1. Temp scan daily
2. Health assessment daily

## Self-Quarantine

The requirements to safely quarantine include:

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable.
- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.
- The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
- Food must be delivered to the person's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- Garbage must be bagged and left outside for routine pick up. Special handling is not required.
- A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined persons in their separate quarters.
- Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
- The quarters must be secure against unauthorized access.

## Contact Tracing and Disinfection of Contaminated Areas.

To ensure the BOCES and its employees comply with contact tracing and disinfection requirements, the BOCES will have a plan for cleaning, disinfection, and coordinating with the NYS Department of Health on contact tracing in the event of a positive case.

CDC guidelines will be followed.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The protocols will include:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick with products identified as effective against COVID-19.
- Will consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles will not circulate throughout the facility.
- Additional cleaning and disinfecting will also take place in any shared or common spaces that may have been used by the person who is sick.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- School or space closures will be made with the advice of the State or County Department of Health.

### Communication with Staff

In the case of an employee testing positive for COVID-19, local NYSDOH staff will conduct contact tracing but may require assistance from the CVCS. The Deputy Superintendent will be the main contact for the Department of Health.

The Robo call or email systems will be used to alert staff of any building closures. Employees should verify their own contact information for accuracy with Mrs. Zimmerman and Mrs. Plante

Individual calls will be made to any employee that was believed to have close contact (within 6 feet) of an infected person.

- Potentially exposed employees who have symptoms of COVID-19 should self-isolate and follow CDC recommended steps;
- Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify Mr. Harter or Mr. Rapp

### **Information for our Custodial and Cleaning Staff**

## **Cleaning & Disinfecting**

When cleaning and disinfecting, employees should always wear personal protective equipment (PPE) appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on an area of the building and the product used.

Follow the [CDC cleaning and disinfection recommendations](#)

Most importantly, clean dirty surfaces with soap and water before disinfecting them.

To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.

Always wear PPE appropriate for the chemicals being used when you are cleaning and disinfecting. You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

Frequently touched surfaces in common areas shall be cleaned and disinfected at least daily:

- a. Door knobs;
- b. Light switches;
- c. Handrails;
- d. Faucet handles;
- e. Drinking fountains;
- f. Touch screens;
- g. Copier controls;

- h. Shared phones or keyboards
- i. etc.

## **Hand Dryers in Restrooms**

Powered air hand dryers in restrooms can atomize moisture from the surface of hands which potentially carry viruses and germs, making those viruses and germs more easily inhaled. It is recommended that these dryers be disconnected and paper towels with no-touch dispensers be used instead.

## **HVAC System**

- Building ventilation systems should be evaluated and adjusted to run according to optimal manufacturer recommendations. Please refer to manufacturers specs for more information.
- Occupied areas shall be provided with mechanical ventilation of at least 15 cfm per occupant of outside air during periods of occupancy.
- Ventilation and air filtering capacity may be increased, within design parameters, as needed.
- Verify that your system can handle changes such as:
  - An increase in MERV filter ratings
  - Switch to HEPA filters
  - Switching operating schedules to meet needs of the space

\*It is recommended that buildings run HVAC systems in occupied mode, in all areas, for a week prior to employees returning to the building.

## **HVAC Information**

Filters consist of media with porous structures of fibers or stretched membrane material to remove particles from airstreams. Some filters have a static electrical charge applied to the media to increase particle removal. The fraction of particles removed from air passing through a filter is termed “filter efficiency” and is provided by the Minimum Efficiency Reporting Value (MERV) under standard conditions.

- MERV ranges from 1 to 16; higher MERV = higher efficiency
- MERV 8 is the minimum required for NYS schools
- MERV  $\geq 13$  (or ISO ePM1) are efficient at capturing airborne viruses
- MERV 14 (or ISO equivalent) filters are preferred
- High efficiency particulate air (HEPA) filters are more efficient than MERV 16 filters.

Increased filter efficiency generally results in increased pressure drop through the filter. Ensure HVAC systems can handle filter upgrades without negative impacts to pressure differentials and/or air flow rates prior to changing filters.

Increased filter efficiency generally results in a need to increase filter replacement, with accompanying increase in cost. For example, increasing from MERV 8 to MERV 13 will approximately double filtering costs.

Overall effectiveness of reducing particle concentrations depends on several factors:

- Filter efficiency
- Airflow rate through the filter
- Size of the particles

- Location of the filter in the HVAC system or room air cleaner

## **POSTERS**

### **General (48 CDC Posters)**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

### **Personal Responsibility to Protect Against the Virus**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

[https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067\\_coronavirus\\_protectyourself\\_poster\\_042020.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf)

[https://www.cdc.gov/flu/pdf/protect/cdc\\_cough.pdf](https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf)

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf)

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf)

<https://www.osha.gov/Publications/OSHA3994.pdf>

## **Hand washing**

[https://www.cdc.gov/handwashing/pdf/19\\_309599-A-Frankson\\_Handwashing.pdf](https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf)

[https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands\\_11x17.pdf](https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_11x17.pdf)

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

<https://www.cdc.gov/handwashing/pdf/18-294906-germs-are-everywhere-p.pdf>

<https://www.cdc.gov/handwashing/pdf/294906-handwashing-superhero-boy-p.pdf>

## **Social Distancing**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork\\_Poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf)

<https://www.isri.org/docs/default-source/covid19/covid-19-tips-letter.pdf?sfvrsn=0>

## **Entryway Signs**

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/13066 coronavirus novisitors poster.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/13066_coronavirus_novisitors_poster.pdf)

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork Poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf)

<https://www.creativesafetysupply.com/signs/coronavirus-covid-19-signs/>