

# Charlotte Valley Reopening Plan

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It will be periodically updated as new information comes to light. This is a living and ever changing document

Keep direct student contact between each other to a minimal.

### **3 Key points**

1. **Social distance**
2. **Wear masks**
3. Be responsible and accountable to your community.. **wash your hands continually**

### **CVCS reopening in-school plan** (update January 14<sup>th</sup> 2021)

The CVCS Reopening plan starting on October 13<sup>th</sup> 2020 will be an 5 day in school model. Students who are considered part of the vulnerable and medically fragile population will need to provide an updated medical note that is consistent with the NYDOH health guidelines and be accepted by the Chief School Medical officer. The note must be on medical letterhead, signed and how it relates to COVID 19. General notes will not be accepted after October 13<sup>th</sup> 2020. Notes without an end date will have to be renewed at the 5 and 10 week interim marking period points. Where necessary the District will provide but not limited to alternative educational platforms, alternate settings, appropriate PPE for those students who are unable to return to school in person due to their medical fragility .

### **Additions to the Reopening plan** (updated November 3<sup>rd</sup> 2020)

Students will be able to learn remotely when circumstances dictate that they will be out of school for more than 2 days. Parents will contact Mrs. Losie who will begin the chain of events according to our revised contact list with the school. Student will follow their class schedule.

Students who attend BOCES, Springbrook or other outside learning agencies will need a bona fide medical note to excuse them from attending CVCS. Students who choose remote, will need to be remote at their outside agencies also unless there is a specific medical note to the contrary.

Students or staff members who exhibit, tell a staff member, school nurse or administrator that they have or may have any of the COVID 19- symptoms will be sent home immediately

Students who attend BOCES, Springbrook, alternative educational sites will follow their providers schedule. The CVCS autism classrooms will be open all 5 days for instruction

### **Temperature Scan and COVID survey**

All students visitors will have their temperature checked by our Intelligreen system daily. Staff is required to answer the 4 question survey daily either from home or as they enter the building.

### **List of qualifying high risk illnesses**

**(Doctor's note will be required for exclusion from in school participation)**

High-risk groups include:

- Individuals 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 or 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.

### **The school district will:**

- Screen students, staff, and visitors for COVID19 symptoms on a daily basis.
- Limit access to the interior of the school to staff, students, service providers, and individuals with previously scheduled appointments.
- Enforce face covering and social distancing protocols.
- "Cohort" students to the extent practicable.
- Clean and disinfect high-touch surfaces multiple times a day, and where applicable decrease the number of high-touch surfaces students and staff are exposed to.
- Increase ventilation on buses, in classrooms, and other locations to the extent practicable.
- Provide hand sanitizer in each classroom space, the main entrance, and cafeteria.
- Provide non-surgical, disposable face coverings to any person entering the school who does not have one.
- Train staff and students in proper hand hygiene and respiratory practices.

### **School district personnel and service providers who:**

experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days;

- traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days;
- Not come to work if they have:
- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
- tested positive through a diagnostic test for COVID19 in the past 14 days.

**School District personnel and service providers will:**

- Notify the school immediately if they have been exposed to someone with COVID19, attended an event where an outbreak has occurred, or traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory.
- Wear face coverings at all times when social distancing cannot be maintained.
- Reinforce and model proper hand hygiene practices, wearing of face coverings, and social distancing.
- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wear facemasks while in common areas such as the office, copy room, and hallways

**Parents/guardians will:**

- Provide two (2), face coverings for their child with their name on it. If unable to do so, the district will provide disposable, non-surgical masks to students upon arrival.
- Reinforce proper hand hygiene practices used at school, the wearing of face coverings, and social distancing protocols.
- Monitor the health of their child on a daily basis.
- Keep their child home if they have:
  - experienced any symptoms of COVID19, including a temperature of greater than 100.0°F, in the past 14 days
  - traveled internationally or from a state with widespread community transmission of COVID19 per the New York State Travel Advisory in the past 14 days
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID19 or who has or had symptoms of COVID19; and/or
  - tested positive through a diagnostic test for COVID19 in the past 14 days;

**Students will:**

- Tell their parent/guardian if they are not feeling well before coming to school or tell any adult if they start feeling unwell during the school day.
- Wear face coverings at all times except for when seated for lunch or at the instruction of a staff member who has determined that social distancing can be maintained.

- Limit person-to-person contact to the greatest extent possible. For example, no hugging or handshaking.
- Wash and dry their hands each time after going to the bathroom.
- Wash their hands or use hand sanitizer after they touch their mouth or nose.
- Wear facemasks while in common areas such as the hallways

## **COVID testing**

Parents who suspect or were confirmed exposed to the coronavirus should contact their primary care provider for testing or may contact the Bassett hot line at 607 547-5555. Also individuals who have questions about eligibility or access for testing should call the New York State COVID Hotline at 1-888-364-3065 or go to [www.coronavirus.health.ny.gov/covid-19-testing](http://www.coronavirus.health.ny.gov/covid-19-testing)

## **Return to school protocol**

Returning to school after illness:

\*Documentation of evaluation by a healthcare provider

\*Negative Covid-19 testing

\*Symptom resolution

Positive for covid-19

\*10 day quarantine

\*Documentation of evaluation by a healthcare provider.

## *Temperature checks*

Students and staff members will pass through the Intelligreen temperature scanners at the 3 entrances (Elem ,HS main , Cafeteria)and pass the required 100 degree maximum protocol before being passed into the general population. Students or staffs that fail the temperature test or questionnaire will be isolated and temperature rechecked using a temporal thermometer will occur by the school nurse. If the person still fails the test they will be isolated and screened for further symptoms. Student and or staff will be asked to quarantine until they are released by a medical provider. All suspected cases will be vetted and sent to Delaware County DOH for further assistance See video on [www.charlottevalleycs.org](http://www.charlottevalleycs.org) on temperature scanning

## **Mask Breaks**

Students will receive mask breaks throughout the day while in class. For every 2 minutes of wearing a masks continually, the student will receive 1 min of mask free time. Socially distance will be enforced

### **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 with documentation that cannot wear a facemask, that student will be social distanced from their other riders
6. Students who do not follow #2 &4 will be social distanced
7. Busses will be disinfected after each morning and afternoon runs
8. Hand sanitizer will not be available due to its combustibile nature according to the DOT
9. Family members will sit together
- 10 Bus driver will allow windows to be open to help ventilate bus were practicable
- 11 HS and MS student will sit on the right side of the bus, while elementary will ride on the left side of the bus for arrival at school. HS/MS will enter main entrance while Elem will enter through the Mary Brigg's entrance. Walkers, drop offs and staff will enter through the cafeteria entrance

### **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 in either the Café or APR where scheduled. Tables have been set up to social distance. Room 108 will be used as an overflow if necessary
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 for at home instruction will be on a daily basis for parent pickup, arrangements must be made with Mr. Thorsland

## **Classroom**

1. Social distancing is required when possible
2. Students are not required to wear mask during academic time unless in small group or close proximity to others ( less than 6 feet) if not otherwise protected by a divider
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. Students who leave the classroom must wash their hands when they return
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. HS. Each room has be designated with maximum occupancy . see Mr. Carrington for max numbers
8. Students will remain in classroom, there will be no cross instruction between classrooms in the elementary school.
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 of hallway each way
2. No locker access students will use backpacks
3. Facemasks required when in the hallway when social distancing is not available.
4. Drinking fountains- Students will have access to the 4 water bottle filling stations only. Students will use personal water bottle. Elementary have access to room but only should use to fill personal water bottles.

## **Staggered start 1<sup>st</sup> week**

The 1<sup>st</sup> week of school will be used to orientate, guide, instruct and otherwise prepare each child for the opening of school. The District has created a limited attendance schedule to slowly integrate each child through the procedures and protocol necessary for a safe return to school. Teachers will instruct the proper routine for their classroom. The District will facilitate an orientation for each child on the proper handwashing , facemask wearing and social distancing protocols.

## **Cleaning and Disinfecting**

1. All surface(bathrooms, desk tops, door handles etc.) will be disinfected daily
2. Teachers will disinfect desks and chairs after each class of the day in which students are moving in and out of the classroom.
3. Handrails door knobs, desk tops etc. will be cleaned daily
4. DOH guidelines will be followed for cleaning and disinfecting common areas

## **Social and Emotional well-being for students and staff**

### **Social-Emotional Well-Being**

As school and district personnel adapt to environments that result in substantially less time spent interacting in-person, ensuring intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of operating strategies is critical to support the well-being and success of students, staff, and families. Along with physical health and well-being, schools and districts must also prioritize social emotional well-being – not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.

SOCIAL EMOTIONAL WELL-BEING Reopening Plan Mandatory Requirements. Ensure that a district and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), is reviewed and updated to meet current needs.

SST and teachers must work together to provide updates and student progress. Parent and community leaders should be consulted as practicable along with our school psychologist to inform the comprehensive developmental school

counseling program plan.. Address how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs..

Disseminate professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing self- growth and identifying students at risk

### **Student Attendance**

Teachers will take regular attendance as prescribed by SED policy during each period of instruction. Students that learn remotely will have to log in for every class via Google Classroom. Teachers will compile attendance into E School after each period for all students

## **Confirmation of positive test result (see chart on page 36)**

As the result of a positive test by one of our students or staff members the following steps will be enacted:

### **Plan 1**

1. Student will be quarantined for 14 days from that classroom.
2. Student will receive instruction remotely if teacher is unaffected or by a substitute instructor if needed
3. Contact tracing will occur for infected student as required
4. Parents will be notified that there was a confirmed case. HIPA laws will be followed
5. Affected areas will be closed and cleaned thoroughly for 24 hours

Plan 2                    1. Close school for 3 days then imitate DOH cleaning protocols if 5% is breached.

Plan 3                    DOH initiates multiday school closure per SED guidelines

## **Academic**

1. Online and hybrid models will be developed in case of need
2. In School model will be primary mode of education
  - A. M,T TR, F will be in school days for all students
  - B. Wednesday's student will remain at home with assignments to be completed
  - C. Minimize movement in/ out of classroom where possible
  - D. Required 1 assignment online via Google classroom... instruction and work required weekly
  - E. Modified science lab time
  - F. Spaced out social distancing for PE, Art and Music using large spacing or outdoors when practical
  - G. Elementary-MS , SPED/ IEP students will be prioritized over HS for in person instruction

## **Continuity of Learning Plan**

It may be required from time-to-time during the school year to have short-term closures to deal with different COVID19 issues. This may be the result of a known case of COVID19 in our school, a directive from the Department of Health to close, or because of our need to

more thoroughly clean the school. The plan will continue to expand online and hybrid learning while children are not in attendance. Teachers will provide online instruction via Google classroom in accordance with their daily schedule. Students will be equipped with chrome books and ancillary learning materials while at home . Classes would continue at home via our internet learning platforms. Meals would be provided on every Monday for distribution. Or pick up

**The school district will:**

- Be prepared to change course and return to online learning in order to communicate information to families should our closure be for more than 3 days.
- Provide written communication to families and students through our website, the [www.charlottevalleycs.org](http://www.charlottevalleycs.org), Facebook, and through the use of robo-calls.
- Coordinate food pickup/delivery options if closed for more than a week. Mondays will be utilized for home deliveries

**Parent/Guardians will:**

- Remind their child(ren) in grades 6-12 to bring their Chromebooks to school daily.

**Grades PK-8 Teachers will:**

- Create a COVID19, 1 week emergency packet of work for students for each subject. This work will be sent home with students the first week of school to be held until needed.
- Be prepared to work on-site the first two days of a closure to prepare up to two-weeks of materials.
- Be prepared to work remotely from home .

**Grades 9-12 Teachers will:**

- Be prepared to immediately provide students with two days of assignments through Google Classroom that do not require access to textbooks or in-person resources.
- Be prepared to work on-site the first two days of a closure to prepare materials for up to two weeks. Be prepared to work from home

**Students in Grades 7-12:**

- Will take home their Chromebooks daily and be ready to switch to remote learning if needed.

**Building protocols**

1. No visitors past vestibule doors
2. Visitors will fill out Covid Screening Questionnaire if allowed into the building by administration
3. Chairs/benches will be removed form vestibule

4. Students will provide personal face coverings for bus and school
5. Facemask's are required where social distancing isn't available
6. 3 question CIVID questionnaire mandatory for teachers/staff daily
7. Students temp screened at front door or assigned entrances Check list for yes/no is to be kept
8. Zoom parent teacher conferences
9. Zoom SPED meetings.

*Windows and doors will remain open as practicable to allow air circulation. Teachers should monitor air temperature to ensure comfortable setting for students*

### **Engagement with Visitors**

- Nonessential visitors will be limited to only CVCS events at our facilities .
    - Exceptions can be made with approval by the District and/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/ZOOM 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 in office will be removed. Visitors should wait in their car to be called to enter the building where practicable.
10. Face coverings/PPE will be available
  11. No field trips
  12. No CROP
  13. No tutoring or detention
  14. Athletics see NYSPHSAA ruling [www.NYSPHSAA.org](http://www.NYSPHSAA.org)

### **Vulnerable/High risk populations**

The district reopening plan has written protocol detailing how the district will provide accommodations to all students and staff who are at high risk or live with a person at high risk. Each student and employee can choose to work or learn remotely.

High-risk groups include:

- Individuals 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 or 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

### **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

### **Accommodations for students or staff that are required medically to remain remote .**

1. Students will be provided chrome books for home connection to school instruction.

2. Food distribution will be family pickup on Mondays between 8-10 am. Parents will need to contact Mr. Thorsland for arrangements.
3. Teachers will be provided equipment (laptops/ chrome books, webcam) to stream their academic program when medically necessary from home.
4. Teachers will be provided a separate space in the school to stream their program when medically necessary.
5. Upon request, teachers will be provided the necessary PPE to keep a safe and healthy classroom environment

**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. Facebook
5. Front sign
6. Signs in public places, bathrooms and common areas
7. Arrows, lines or dots on floors to promote social distancing

Post signs in high traffic areas.

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 by the main office.. Escort will be used.

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. COVID screening of students will be handles by Mrs. Losie
4. Mrs. Losie will check daily log for any temperature issues

**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 before students leave for BOCES
2. Wear masks on buses wear social distancing is not available
3. Health assessment daily

### **Counseling Office**

1. Students cannot be sent to the Counseling Office. Likewise students cannot "walk in" or come to the office on their own.

2. If a student needs to see someone in the Counseling Office they can notify his/her teacher who will then reach out to the counseling office. Students can also email their counselor to set up appointments.

3. Once a student is referred, Mrs. Sinstack, Mrs. Jester or Mr. Hildebrandt will pick the student up in his/her classroom. Students will be escorted back to the classroom.

### **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 CVCS and its employees comply with contact tracing and disinfection requirements, CVCS 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(turned off)**

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.

### **Water fountains**

Only bottle filling stations will be operable

### **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 ≥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

## Drills

In case of an emergency	GUIDANCE	
The district reopening plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.	NYSED ASSURANCE	
Students will be instructed that if it was an actual emergency that required evacuation or lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.	NYSED	
<b>FIRE DRILLS</b>  The principal will be responsible for scheduling fire drills and ensuring that all students participate over the course of one day.	NYSED	

<p>Modifications to the standard operation procedures may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conducting drills on a staggered schedule</li> <li>• Conducting drills by sections of the building</li> <li>• Conducting drills by floors</li> </ul>		
<p><b>LOCKDOWN DRILLS</b></p> <p>The principal will be responsible for scheduling lockdown drills.</p> <p>Lockdowns will be conducted without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom.</p>	NYSED	

### NYSED Recommendations -Key assurances

COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT		
ASSURANCE	PAGE	NOTES
1. The school and/or district engaged with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) when developing reopening plans. Plans for reopening should identify the groups of people involved and engaged throughout the planning process		
2. The school and/or district developed a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Responsible Parties may consider developing webpages, text and email groups, and/or social media groups or posts.		
3. The school and/or district will ensure all students are taught or trained how to follow new COVID19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.		
4. The school and/or district will encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings, when a social distance cannot be maintained.		
5. The school and/or district will provide communications in the language(s) spoken at home among families and throughout the school community. Written plans must be accessible to those with visual and/or hearing impairments.		

## Assurances

HEALTH AND SAFETY		
ASSURANCE	PAGE	NOTES
1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distancing or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – consult your local department of health.		
2. Each school and/or district reopening plan must engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations, such as unions, alumni, and/or community-based groups) in developing their reopening plan and identify those that participated in the reopening plans.		
3. Each school and/or district reopening plan must include a communications plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.		
4. Each school and/or district reopening plan has a written protocol developed in collaboration with the district or school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.		COVID19 Signs Of Illness Protocol
5. Each school and/or district reopening plan has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.		Screening Protocol – Visitors, Staff, Students
6. Each school and/or district reopening plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available,		

ill students and staff will be sent home for follow up with a healthcare provider.		
7. Each school and/or district reopening plan has written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.		COVID19 Symptom Confirmation Protocol – Visitors, Staff, Students
<b>ASSURANCE</b>	<b>PAGE</b>	<b>NOTES</b>
8. Each school and/or district reopening plan has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.		COVID19 Health Screening Questionnaires – Visitors, Staff, Students
9. Each school and/or district reopening plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.		Screening Protocol - Students
10. Each school and/or district reopening plan has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.		Hand and Respiratory Hygiene Protocol
11. Each school and/or district reopening plan has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.		Social Distancing Protocols/Decisions
12. Each school and/or district reopening plan has written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.		Vulnerable/High Risk Group Protocol
13. Each school and/or district reopening plan has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.		Face Covering Protocol
14. Each school and/or district reopening plan has plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.		4000 non-surgical masks on-hand PPE equipment on order.
15. Each school and/or district reopening plan has written protocol for actions to be taken if there is a confirmed case of COVID19 in the school.		
16. Each school and/or district reopening plan has written protocol that complies with DOH and CDC		

guidance for the return to school of students and staff following a positive screen for COVID19 symptoms, illness or diagnosis of confirmed case of COVID19 or following quarantine due to contact with a confirmed case of COVID19. Return to school will be coordinated with the local health department.		
17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.		CLEANING AND DISINFECTING PROTOCOL
18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons		SAFETY DRILL MODIFICATION PROTOCOL
19. Each school and/or district reopening plan has written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school's charter)		
<b>ASSURANCE</b>		<b>PAGE</b>
20. Each school and/or district reopening plan designates a COVID19 safety coordinator (administrator) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.		<b>NOTES</b>

### Resources

#### SEL Return to School Plan:

IN THE BUILDING	AT HOME LEARNING
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- Make mental health resources visible in the quick links on the web page. Provide EAP resource information.
- Create informal groups for staff based on common interests. This will provide a platform for meeting with a positive purpose and

provide self-care and support.

- Build time for self-care into the schedule at 2:30 allowing staff to practice mindfulness and support each other.
- Make sure faculty and staff take their planning time and breaks so they can take care of their own emotional needs.
- Communicate with staff in a clear, consistent and positive way.

- Communicate regularly and consistently with all of the staff.
- Use one platform to share links and resources with staff to keep it concise and organized.
- Meet regularly with grade levels or subject areas to touch base and offer support.
- Share PLC (Professional Learning Communities) and opportunities with all staff.

<ul style="list-style-type: none"> <li>• Model a calming attitude.</li> <li>• Emotional support/regulation training for those staff that have not already trained to be done on one of the first conference days.</li> <li>• The SEL committee will provide teachers with tools and suggestions for emotional check-in first thing in the morning or the beginning of classes.</li> <li>• The SEL committee will provide teachers with signs to watch for indicating emotional distress in students and protocol for referrals as needed.</li> <li>• A clear referral system for students in need of support and emotional counseling.</li> <li>• A safe place to go in the building for emotional regulation.</li> <li>• Teacher/student mentoring program for those students at risk or in need of adult support.</li> <li>• Prepare students for future virtual school, i.e. how to behave in a zoom, handling work load and attendance expectations.</li> <li>• Use of classroom guidance lessons to address SEL, PBIS, Zones of Regulation and Mindfulness practices which are already in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Expectations are clear and consistent.</li> <li>• Students have been pre-taught expected behaviors for virtual learning.</li> <li>• Social/emotional learning activities are woven into curriculum.</li> <li>• Contact with a mentor or trusted adult weekly.</li> </ul>
<ul style="list-style-type: none"> <li>• A survey was sent home to assess concerns of parents.</li> <li>• A questions/answer forum in some way to address parents' concerns.</li> <li>• Post a video on the web site and Facebook page showing what the building looks like with the</li> </ul>	<ul style="list-style-type: none"> <li>• Have a clear plan in place with a centralized location for forms necessary to allow home education to mitigate additional stress.</li> <li>• Communicate to parents explicit and clear expectations regarding attendance and accountability.</li> <li>• Routine check-ins with families based on needs.</li> </ul>

changes for distancing.

- Video of counselor or teacher reading books to children about how to wear a mask and social distance.

## **POSTERS**

Hand washing , social distancing and how to properly wear a facemask will be posted in bathrooms, common areas and throughout the school for students to see

### **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/>

## **Supplies**

Masks

Gloves

Sanitizer

Face shield

Desk shields

Wipes

Food containers

Water bottles

## Consideration for Virtual Learning Systems

**Flexibility for Unit of Study Requirements:** The definition of “Unit of study” is amended to provide that “**equivalent**” shall mean at least 180 minutes of instructional time per week for instruction delivered in a traditional face to face model or through alternative instructional experiences, including but not limited to, digital technology or blended learning that represents standards-based learning under the guidance and direction of an appropriately certified teacher. Instructional experiences shall include, but not be limited to:

- **meaningful and frequent** interaction with an appropriately certified teacher;
- **academic and other supports** designed to meet the needs of the individual student; and
- **instructional content that reflects consistent academic expectations as in-person instruction.**

**Any alternative instructional experience must include meaningful feedback on student assignments and methods of tracking student engagement.** This amendment is necessary so that schools may plan for various types of instructional models, including hybrid models, because of contingencies that may make it impossible for a specific amount of face to face contact between teachers and students due to the COVID-19 crisis.

also this,

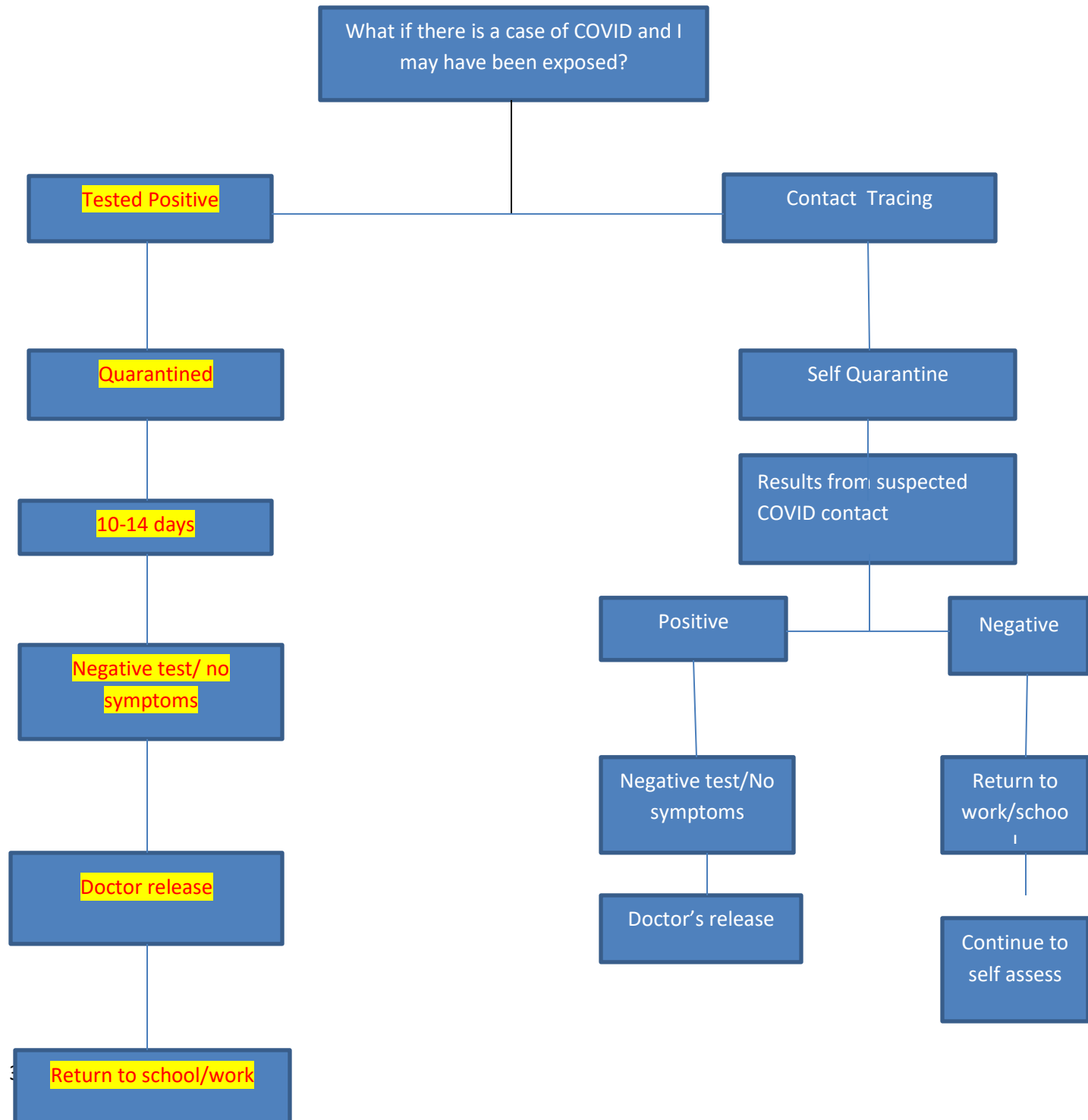
**Science Laboratory Experience:** For the 2020-21 school year, the 1,200 minutes of lab experience may be met through a combination of hands-on and simulated laboratory experience.

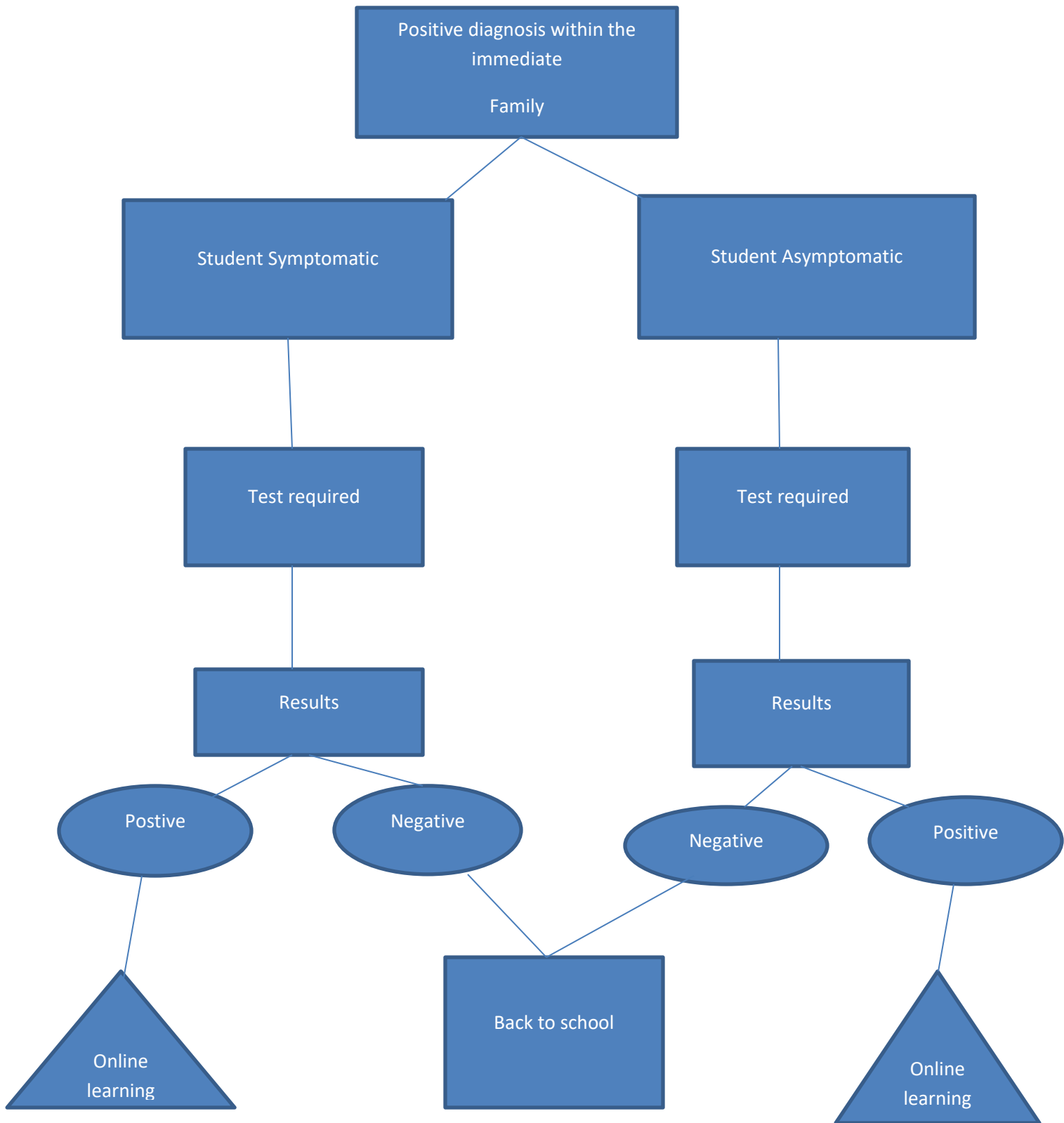
and,

Parents would assure the District that their student would sign in at the appropriate times as “in school” instruction was being broadcast and that they would be responsible for all work required by their instructor. The student would follow the bell schedule as assigned and be an active participant in all class discussions.

<p style="text-align: center;"><b>Charlotte Valley Considerations for Closure</b></p> <p style="text-align: center;">The CVCS Considerations for Closure chart will be consulted for decision-making regarding closures. This chart and criteria are a guide for closure decisions and may not determine actual closures. Final decisions regarding any closures are to be determined by the Superintendent, in conjunction with the Delaware County DOH and State health officials. The <b>CVCS Plan for Remote Instruction</b> will be followed in the event of any closure.</p>				
<p><b>Level of Community Spread</b> based upon regional 7-day infection average (Low – Medium – Substantial)</p>	<p><b>Criteria 1</b> Zero students or staff members infected within across the building</p>	<p><b>Criteria 2</b> 1 student or 1 staff member infected within the building</p>	<p><b>Criteria 3</b> 2-4 students or staff members infected within the building</p>	<p><b>Criteria 4</b> 5+ students or staff members infected within the building</p>
<p><b>Low/No Spread</b> 5% or less (5 or less cases per 100,000)</p>	<p>Building remain open.</p>	<p>Consider affected building closure for up to 48 hours.</p> <p>Consult County Health Officials.</p>	<p>Consider building closure for up to 72 hours.</p> <p>Consult County Health Officials.</p>	<p>Consider district closure for at least 14 days.</p> <p>Consult County Health Officials.</p>
<p><b>Medium Spread</b> 6% to 8% (6 to 8 cases per 100,000)</p>	<p>Building remain open.</p>	<p>Consider building closure for up to 48 hours.</p> <p>Consult County Health Officials.</p>	<p>Consider building closure for up to 72 hours.</p> <p>Consult County Health Officials.</p>	<p>Consider district closure for more than 14 days.</p> <p>Consult County Health Officials.</p>
<p><b>Substantial Spread</b> 9% or more (9 or more cases per</p>	<p>Close Consult County Health Officials.</p>	<p>Close. Consult County Health Officials.</p>	<p>Close. Consult County Health Officials.</p>	<p>Close. Consult County Health Officials.</p>

100,000)				
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## Committee's and sub committees

### **Council**

James Harter Superintendent

Mitchell Rapp Principal

Dave Carrington Buildings and Grounds

Kelly Coons CSE Chair

Robert Hildebrant Counselor

Mica Thorsland Food Service

Deb Moorby CVTA/ teacher

Christina Losie School Nurse

### **Academic Sub committee**

Mitchell Rapp- Principal

Amber Wiltsie 5/6 grade

Nicole Hecox HS ELA

Kristen Preston LTA/ Parent

Rob Hildebrant- Counselor 7-12

Kelly Coons-CSE

Eric Miller- MS Math

Stacy Sinsteck-Counselor K-6

**Safety sub committee**

Matt Jones 4<sup>th</sup> grade

Deb Moorby CVTA/ resource room

Andrea Thies -HS math

James Harter- Superintendent

Christina Losie -Nurse/parent

Kim Philby – Music

Penny Ridgeway- Pre k

Amanda Brownell School Psychologist