

Prattsburgh Central School District

Return to Learning Plan

Summer/Fall 2020



Introduction

On Monday, July 13, Gov. Andrew Cuomo announced that school districts in New York can follow plans to reopen for in-person schooling in September if COVID-19 infection rates stay at 5% or lower in a given region.

Determinations will be made by region about opening and closing schools as the COVID-19 pandemic continues. If a region is in Phase 4 and has a daily infection rate of 5% or lower over a 14-day average, schools in that region could hold in-person instruction. If daily infection rates exceed 9% over a seven-day average, however, schools in that region would not reopen. Similarly, should a region see such an average after reopening, schools in that region would also be directed to close.

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

The plan outlined here is for the reopening of schools in the Prattsburgh Central School District for the 2020-21 school year, following the building closure related to the COVID-19 pandemic. This plan includes procedures that will be followed.

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of our decision making as we move to open our schools.

Kory Bay will serve as the district's COVID-19 Coordinator. Mr. Bay will work closely with the Steuben County Health Department and will be responsible for making all decisions on school closures and re-openings. He will serve as a central contact for school and stakeholders, families, staff and other school community members and will ensure the district complies and follows the best practices per state and federal guidelines. Mr. Bay can be contacted at 607-522-6211 or bayk@prattsburghcsd.org.

Prattsburgh Central school has worked through the process of developing this plan with the input from a number of stakeholders including administration, faculty/staff, parents, community members, students, local businesses, and the school's medical director. PCS has also been in direct contact with the Steuben County Department of Health throughout the entire process. We have had tremendous feedback from all stakeholders and used the information gathered to develop this plan. We are dedicated to returning our PCS students to instruction and are committed to doing that as safely and efficiently as possible.

We have included ALL mandatory assurances required by NYSED in our plans and are numbered statements throughout this plan.

Health and Safety

1. Prattsburgh CSD will review and consider the number of students and staff allowed to return in person. These factors will be considered when determining resumption of in person instruction: (1) Ability to maintain appropriate social distance or face coverings; (2) PPE and face covering availability; (3) Availability of safe transportation; and (4) Local hospital capacity – in consultation with our local department of health.
2. Prattsburgh CSD will 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 our reopening plan and will identify those that participated in the reopening plans.

The following people have been involved in the development of the District reopening plan:

NAME	ROLE
Kory Bay	Superintendent/Business Admin.
Erin Peck	6-12 Principal
Penny Kephart	PK-5 Principal
Darleen Smith	Steuben County Department of Health
Kathy Doyle	Nurse
Werner Brammer, MD	School Physician
James Campbell	Head Custodian
Charlene Wilson	Prattsburgh Bus Lines
Greg Elliot	BOCES Food Service
Brad Burd	PTA President
Craig Smith	PTA Vice President
Stephanie Randall	Board Representative
Joel Sanford	Board Representative

Additional stakeholders have been consulted in the building level plan development such as guidance counselor, school psychologist/CSE Chairperson, teachers, support staff, community members, school resource officer, parents, and students.

3. Prattsburgh CSD ensures a communication plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

The district is utilizing multiple methods to provide the school community with updated information. For faculty and staff, district email, face to face meetings, Microsoft Teams meetings, school messenger calls, and written correspondence are being used simultaneously to maximize the ability to reach all employees. Communication to parents and students is being addressed through school messenger calls, e-mail, phone calls, Facebook, Twitter, district website and Zoom meetings. This document will be shared as required and trainings in all areas for faculty and staff will follow. The district is currently generating signage and posting written instructions based on the latest guidance that is available. We will continue to update as needed due to new recommendations and the latest regulations.

4. Prattsburgh CSD 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.

Prattsburgh students, parents, and staff need to be aware of some of the common symptoms associated with COVID-19. We will all need to monitor our physical condition to protect ourselves and those around us. If you are experiencing any of these symptoms, you should contact your medical provider and seek direction on any treatment or testing that may be recommended.

This list is not all inclusive as some individuals may display other 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
- Diarrhea

Per NYSED recommendation, all staff will be instructed to watch for students and other staff who may show signs of any type of illness such as:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

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. Anyone who has a temperature of 100°F or greater, or has a positive response on the screening questionnaire, must be isolated from others and sent home immediately. Students will be supervised in an isolated area while awaiting transport home. The school nurse will instruct parents they must contact their medical provider. The school nurse will also instruct staff to contact their medical provider. If a student develops symptoms outside school hours, parents should contact the school nurse, Kathleen Doyle, via phone at 607-522-6206 or via email at doylek@prattsburghcsd.org. Staff should contact their immediate supervisor, building principal, or the superintendent if their medical status changes outside school hours.

5. Prattsburgh CSD 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.

Student Screenings

Student temperature screenings will take place at the student's place of residence and will be reported using an on-line application by 7:15 am. Any student with a temperature that exceeds the approved limit (100°F or greater) will need to stay home. These students will not be permitted in the school building or in a school bus.

Parents will be required to keep a student home from school if their child develops COVID-19 related symptoms or has a temperature that exceeds the approved limit (100°F or greater). Parents should contact the school nurse as soon as possible during school hours or via email if symptoms are experienced after school hours via phone at 607-522-6206 or via email at doylek@prattsburghcsd.org.

Periodic Questionnaire Regarding Student Health

The district will communicate with parents periodically to acquire screening questionnaire information on student health.

Staff Screenings

Staff (other service providers) will be required to answer a series of questions related to the potential symptoms of COVID-19 prior to entering the school building. Any staff who are experiencing symptoms will be directed to stay at home and report their symptoms to the school nurse. Staff will also have their temperature checked and reported prior to entry to the school building.

The screening questionnaire will address the following:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;

- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Any staff (other service providers) reporting to the school building after the normal opening of school, will be required to enter the building through the front security entrance. A trained staff member with appropriate PPE will take the staff member's temperature in the small foyer before entering the main hallway.

Staff will be required to stay home from school if they develop COVID-19 related symptoms or have a temperature that exceeds the approved limit (100°F or greater). Staff should contact their immediate supervisor, building principal, or the superintendent as soon as possible symptoms are experienced.

Visitor Screenings

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front security entrance. A trained staff member with appropriate PPE will take the temperature of the visitor in the small foyer before entering the main hallway. Each visitor will also be asked to respond to the screening questionnaire.

6. Prattsburgh CSD ensures 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.

Students and staff sent to the health office due to signs or symptoms of illness as listed in assurance 4 above will be assessed by a school nurse (RN) and if one is not available, they will be required to be sent home as required. This should occur very rarely as the District is staffed by an RN with RN's on the sub list as needed.

7. Prattsburgh CSD has a 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.

The district has established a quarantine room on campus as required. Students or staff with a temperature of 100 or above, signs of illness, and/or a positive response to the questionnaire will be sent directly there to await pick up and dismissal.

8. Prattsburgh CSD has written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

The district will be restricting entrance into the buildings to only faculty, staff and students, unless approved by the Superintendent for an exceptional reason. At the designated main security entrance, before entrance to the building, visitors, guests, contractors and vendors

will complete the same health screening required of faculty and staff, including a temperature screening. Entrance will be denied if the temp is 100 or above or the screening has any positive responses.

9. Prattsburgh CSD will ensure that parents/guardians are trained to observe for signs of illness in their child that require staying home from school.

The district is currently using its' communication plan to educate parents/guardians on the signs of illness that will require a child to stay home from school. This information will continue to be communicated through print, website, social media, and Blackboard messenger. The week prior to school opening, contact will be made to all district families to inform and review current home temperature screening requirements and signs of illness that require a student to stay at home.

10. Prattsburgh CSD has written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene. Staff will be trained in correct hand and respiratory hygiene during opening conference days as a part of mandated district training. Students will be trained in correct hand and respiratory hygiene during the opening day of classes by both the classroom teacher as well as information from the health office. To reinforce the training, signage will be posted throughout the District in restrooms and public locations reinforcing the instructions and procedures we have in place.

Hygiene Practices

Healthy hygiene practices will be taught and re-taught in school settings for both students and staff. Schools are strongly encouraged to provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene. Additionally, schools must post signs throughout the school and should regularly share messages with the school community.

Hand Hygiene

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. The school will plan time in the school day schedule to allow for hand hygiene.

Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
- Use of alcohol-based hand sanitizers when soap and water are not available, and hands are not visibly dirty. Hand sanitizer will be available throughout the school building and in all classrooms. Hand sanitizer WILL NOT be available on school buses.
- If students or staff are not able to use alcohol-based hand sanitizers for health reasons, they will be permitted to wash their hands with soap and water.

Respiratory Hygiene

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue

when coughing or sneezing and dispose of the tissue appropriately. A supply of tissues will be available in each room. If no tissue is immediately available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

11. Prattsburgh CSD has written protocol to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

Social Distancing

Social Distancing, also called “physical distancing” means keeping a six (6) foot space between yourself and others. Prattsburgh students and staff will keep social distance when possible. If social distance is not possible, face coverings will be worn. Social distancing will be in effect in all school buildings, on school grounds, and in school buses. Some social distancing practices will include:

- Turning student desks to face in the same direction rather than facing each other to reduce transmission caused by virus-containing droplets (e.g., from talking, coughing, sneezing).
- Open windows to improve ventilation. Do not open windows if there is a health or safety risk (e.g., allergies).
- Keep individual student belongings separated. Limit use of shared supplies to one group of students, clean between use by cohorts of students.
- Using visual aids (e.g., painter’s tape, stickers, posters, cones etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
- Explore the use of alternate spaces for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups are together in lunchrooms while adhering to the social distancing rules.
- Playgrounds may continue to be used when proper safeguards are in place. Staggered playground times will be determined to limit the number of students on the equipment at the same time. Wash hands before and after touching play structures and keep 6 feet of space from other children as much as possible.
- Ensure that a distance of twelve (12) feet in all directions is maintained between individuals while participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity (physical education).
- Canceling or limiting student assemblies, athletic events/practices, performances, school-wide parent meetings.
- Limiting visitors to school buildings. We will use online meetings with parents and other persons when feasible.

12. Prattsburgh CSD has written protocol detailing how the district/school will provide reasonable accommodations to all students and staff who are at high risk or live with a person at high risk.

13. Prattsburgh CSD has written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

Adult visitors to the district will always be required to wear masks on campus, regardless of the ability to socially distance. All employees will be required to wear masks at all times except in settings where social distancing can be maintained. Students will be required to wear a cloth face covering at all times except during periods of classroom instruction where social distancing can be maintained. It is recommended, but not required, that all instructional staff and students wear cloth face coverings at all times (except during structured mask breaks or during outdoor instruction where social distancing can take place). We will follow the DOH guidelines as outlined below. There will also be several locations throughout the district where disposable face coverings are available for both students and staff for immediate use as needed.

Cloth Face Coverings

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. As we return to in-person instruction, students and staff will be required to wear a face covering for a great portion of the day because social distancing will not be an option. Students will be permitted to take breaks from wearing their face covering at particular points during the day.

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings at a minimum when:

- they are within 6 feet of someone
- in hallways
- in restrooms
- in other congregate settings, including buses

Students and staff are able to wear their own face coverings that meet the guidelines established by departments of health. The district will provide cloth face coverings to students and staff for those who do not have their own or prefer to wear the district provided face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Classroom teachers will schedule mask breaks during the day.

Students will be instructed on how to:

- properly wear face coverings
- wash hands before putting on and after removing their face covering
- understand the importance of routine cleaning of reusable face coverings
- make sure face coverings are for individual use only and should not be shared

14. Prattsburgh CSD will obtain and maintain adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

The district will have on hand adequate supplies of face coverings and other PPE as recommended by the DOH. We have purchased a supply of child and adult disposable masks to use when an immediate need is presented. We are following the DOH guidance on the number of masks needed per student or staff members per week and are stocking up accordingly.

15. Prattsburgh CSD has a written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

Based on guidance from the school medical director, the Steuben County Department of Health will be in charge of directing all district actions should the district have a confirmed case of COVID-19 in the school, including cleaning protocols and decisions to shut down operations for a certain period of time.

16. Prattsburgh CSD has a written protocol that complies with DOH and CDC guidance for the return to school of students and staff following a positive screen for COVID-19 symptoms, illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

Return to School after Illness

The district will follow guidance from the local department of health and/or the NYS DOH 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 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.
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least 24 hours since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days (72 hours) since the individual's symptoms improved, including cough and shortness of breath.
- The district will also coordinate with the local health department regarding the return to school of a student or staff member. This returning to learning protocol must include at a minimum, documentation of evaluation by a healthcare provider (healthcare provider note

clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH (multiple scenarios outlined in Appendix A).

17. Prattsburgh CSD has a written protocol to clean and disinfect schools following CDC guidance.

The district has a structured schedule of cleaning and disinfection of all common areas as well as the cleaning and disinfection of dedicated student, staff, and classroom locations. This schedule will involve the disinfection of common areas multiple times per day. Common restrooms will be cleaned multiple times per day. Classroom restrooms will be cleaned periodically, and cleaning supplies will be supplied to the teacher for their use as well. Any spaces left by students or staff will be sanitized before those spaces are occupied by any other students or staff. The district contracts with a professional cleaning service and will work with the vendor to conduct heavy cleaning at off hours when students are not attending school.

18. Prattsburgh CSD has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

The district will conduct all New York State Education Department required school safety drills during the 2020-2021 school year. Modifications such as 'tabletop' exercises and 'talking' drills will be used as appropriate in lieu of live drills that would minimize social distancing. When live drills are conducted and social distancing is not possible, students and staff will be required to wear masks.

19. Prattsburgh CSD has a written plan for district-run before and aftercare programs.

The district plans to continue to operate the after-school program but will make modifications to meet all the requirements of social distancing and wearing of face coverings. The district will also pay attention to recommended cohort grouping to decrease the contact associated with such programs.

20. Prattsburgh CSD has designated a COVID-19 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.

The Superintendent of Schools is designated as the COVID-19 safety coordinator for the district.

Facilities

1. Prattsburgh CSD will ensure that changes or additions to facilities will comply with the requirements of the 2020 New York State Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to the OFP.
2. Prattsburgh CSD will ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.
3. Prattsburgh CSD will conduct Lead-In-Water Testing as required by NYS DOH regulation 67-4.

The district has already fulfilled this requirement for the 2020-2021 school year.

4. Prattsburgh CSD will ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any location is in accordance with FCNYS 2020 Section 5705.5.
5. Prattsburgh CSD will ensure that detailed floor plans involving installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will be submitted to OFP for review.
6. Prattsburgh CSD will ensure that all new building construction and temporary quarter project will be submitted to OFP for full code review.
7. Prattsburgh CSD will first consult with OFP for a preliminary evaluation prior to leasing new facilities.
8. Prattsburgh CSD will provide plans adhering to BCNYS for the temporary or permanent use of Tents.

The district has no plans to use either temporary or permanent tents as additional space.

9. Prattsburgh CSD will ensure that the existing or altered number of toilet and sink fixtures meets the minimum standards of the BCNYS.
10. Prattsburgh CSD will ensure that each building provides one drinking fountain per one hundred occupants or we will provide a written plan for a reasonable alternate source of drinking water.

The district will encourage students to bring drinking water from home and will provide reasonable alternate sources.

11. Prattsburgh CSD will provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designated.
12. Prattsburgh CSD will ensure that all project submissions only dedicated to “COVID-19 Reopening” will be labeled as such.
13. Prattsburgh CSD will ensure that the use of plastic separators will comply with the 2020 BCNYS Section 2606.

Child Nutrition

1. Prattsburgh CSD will provide all students enrolled in the School Food Authority with access to school meals each school day. This includes students in attendance at school and students learning remotely.
2. Prattsburgh CSD will address all applicable health and safety guidelines.
3. Prattsburgh CSD will ensure measures to protect students with food allergies if providing meals in spaces outside the cafeteria.
4. Prattsburgh CSD will ensure protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged.
5. Prattsburgh CSD will ensure protocols and procedures for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
6. Prattsburgh CSD will ensure compliance with Child Nutrition Program requirements.
7. Prattsburgh CSD will ensure protocols for food service communication with families through multiple means in the languages spoken by families.
8. Prattsburgh CSD will ensure that students adhere to social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

Transportation

1. Prattsburgh CSD will ensure that all buses (conforming and non-conforming to Federal Motor Carrier Safety Standards, as well as type A, C or D) which are used every day by districts and contract carriers must be cleaned/ disinfected once a day.

The district is working with Prattsburgh Bus Lines to ensure that buses are cleaned and disinfected at least once per day. High touch areas will be cleaned after each completed route.

2. Prattsburgh CSD will ensure that high contact spots are wiped down after each a.m. and p.m. run depending upon the disinfection schedule.
3. Prattsburgh CSD will ensure that school buses shall NOT be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.
4. Prattsburgh CSD will ensure that school bus drivers, monitors and attendants will not carry personal bottles of hand sanitizer with them on the school buses.
5. Prattsburgh CSD will ensure that school bus drivers, monitors, attendants and mechanics will wear a face covering along with optional face shield.
6. Prattsburgh CSD will ensure that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
7. Prattsburgh CSD will ensure that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
8. Prattsburgh CSD will ensure that transportation departments/carriers will be provided with Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.
9. Prattsburgh CSD will provide hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

The district will work with Prattsburgh Bus lines to ensure that this requirement is met.

10. Prattsburgh CSD will ensure that drivers, monitors and attendants who must have direct physical contact with a child will wear gloves.
11. Prattsburgh CSD will ensure that school bus drivers, monitors, attendants and mechanics perform a self-health assessment for symptoms of COVID-19 before arriving to work.
12. Prattsburgh CSD will ensure that students will wear masks on the bus.
13. Prattsburgh CSD will ensure that students who do not have a mask will NOT be denied transportation. We will provide it at the bus stop so they can enter the bus.

The district will work with families to meet this requirement and understand that a student not wearing a mask presents inherent risk for others riding on the bus.

14. Prattsburgh CSD will provide masks for students entering the bus who do not have one.
15. Prattsburgh CSD will ensure that students with a disability which prevent them from wearing a mask will not be forced to do so or denied transportation.
16. Prattsburgh CSD will ensure that students are trained and provided periodic reminders on the proper use of the personal protective equipment and the signs and symptoms of COVID-19.
17. Prattsburgh CSD will ensure that students are trained and provided periodic reminders on the proper use of social distancing.
18. Prattsburgh CSD will ensure that, if the school district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting in conducting in-person sessions when/if the district is not.

Social-Emotional Well Being

1. Prattsburgh CSD has a district-wide and building-level comprehensive developmental school counseling program plan, developed under the direction of certified school counselor(s), and has been reviewed and updated to meet current needs.
2. Prattsburgh CSD will create an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, community-based service providers, teachers, certified school counselors, and other pupil personnel service providers including school social workers and/or school psychologists to inform the comprehensive developmental school counseling program plan.
3. Prattsburgh CSD will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.
4. Prattsburgh CSD will provide 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 coping and resilience skills for students, faculty, and staff.

School Schedules

1. Prattsburgh CSD has a school schedule planned for implementation at the beginning of the 2020-21 school year and, to the extent practicable, contingent scheduling models if the situation warrants.

The district has developed three (3) possible models of school schedules for the 2020-2021 school year and these models are contingent upon current and ever-changing guidance from NYSED, NYS DOH, and the CDC. Appendix B outlines our plan for in-person learning, appendix C outlines our hybrid model, and appendix D outlines our remote model.

Attendance and Chronic Absenteeism

1. Prattsburgh CSD has a mechanism to collect and report daily teacher/student engagement or attendance while in a remote or hybrid schedule.

Technology and Connectivity

1. Prattsburgh CSD will ensure that the district has knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.
2. Prattsburgh CSD, to the extent practicable, will provide devices and internet access to students and teachers who currently do not have sufficient access.
3. Prattsburgh CSD will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Teaching and Learning

1. The Prattsburgh CSD reopening plan includes a continuity of learning plan for the 2020-2021 school year that includes preparation for in-person, remote, and hybrid models of instruction.
2. Prattsburgh CSD will ensure that instruction is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model.
3. Prattsburgh CSD will provide a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.
4. Equity must be at the heart of all school instructional decisions. Prattsburgh CSD will ensure that all instruction developed, whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, provides for clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State Standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.
5. Prattsburgh CSD will ensure a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. This information will be accessible to all, available in multiple languages based on district need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers.

Special Education

1. Prattsburgh CSD, whether services are provided in-person, remote, and/or through a hybrid model, will ensure the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.
2. Prattsburgh CSD will document the programs and services offered and provided to students with disabilities as well as communications with parents.
3. Prattsburgh CSD will ensure meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.
4. Prattsburgh CSD will ensure collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), there are plans for monitoring and communicating student progress, and commitment to sharing resources.
5. Prattsburgh CSD will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

Bilingual Education

1. Prattsburgh CSD, whether using in-person or hybrid instruction will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2019-20, as well as all students who enroll during summer of 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs must resume for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.
2. Prattsburgh CSD will provide required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction.

3. Prattsburgh CSD will ensure the maintenance of regular communication with the parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication.

Staffing

Principal and Teacher Evaluation

1. Pursuant to Education Law 3012-d, Prattsburgh CSD will ensure that all teachers and principals are evaluated pursuant to our currently approved APPR plan, including any variance applications approved by the NYSED.

Certification, Incidental Teaching, and Substitute Teaching

1. Pursuant to Education Law 3001, Prattsburgh CSD will ensure individuals employed to teach in New York State public schools hold a valid and appropriate certificate for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

Appendix A

COVID-19 RETURN TO WORK/SCHOOL PROTOCOLS

1. Employee/Student Has Tested Positive For COVID-19

Employee/Student is to remain quarantined and may return to work/school if:

- 10 days have passed since employee/student exhibited symptoms or since they tested positive if they are asymptomatic; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and
- at least 72-hour period where employee's/student's symptoms have improved

2. Employee/Student Is Symptomatic And Has Had Close Or Proximate Contact With Someone Who Has Tested Positive For COVID-19

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- 10 days have passed since employee/student exhibited symptoms; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and
- at least 72 hours have passed where the employee's/student's symptoms have improved

3. Employee/Student Is Symptomatic But Has Not Had Close Or Proximate Contact With Person Who Has Tested Positive

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- 14 days of quarantine have been completed
- or**
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications, and the employee/student has felt well for 24 hours
- or**
- the employee/student has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work/school

or

- the employee/student has a negative test result

4. Employee/Student Is Symptomatic And Has Had Close Or Proximate Contact With Someone Awaiting Test Results

If employee/student is symptomatic, the employee/student is to remain quarantined and may return to work/school if:

- the test result for the other person comes back negative

or

- the employee/student has a negative test result;

or

- 10 days have passed since employee/student exhibited symptoms; and
- at least 24 hours have passed since employee/student had a fever ($\geq 100.0^{\circ}$ F) without the use of fever reducing medications; and
- at least 72 hours have passed where the employee's/student's symptoms have improved

or

- the employee/student has been diagnosed with another condition and has a note from their healthcare provider indicating they are clear to return to work/school

5. Employee/Student Is Not Symptomatic But Did Have Close Or Proximate Contact With Person Who Has Tested Positive

If the employee/student is not symptomatic, the employee/student is to remain quarantined and may return to work/school:

- after completing 14 days of self-quarantine; or
- the employee/student has had a negative test result after having had close or proximate contact with a person who has tested positive

Employees Only:

However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of

- the Health and Safety Coordinator; and
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and
- Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

6. Employee/Student Is Not Symptomatic And Has Had Close Or Proximate Contact With Someone Symptomatic And Awaiting Test Results

If the employee/student is not symptomatic, the employee/student is to remain quarantined and may return to work/school:

- after completing 14 days of self-quarantine; or
- the employee/student has a negative test result; or
- the person whom the employee/student had close or proximate contact with has a negative test result

Employees only:

However, if the employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by the District Superintendent in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

- Regular monitoring: While at work the employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 2 hours and symptoms consistent with COVID-19 under the supervision of the Health and Safety Coordinator; and
- Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure; and
- Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
- Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for

14 days after last exposure.

7. Employee/Student Has Traveled To A State Designated As Having Significant Community Spread

Employees/students who travel to a designated state with significant community spread must notify their supervisor/principal of their travel plans including the state being traveled to, along with the departure and return date. If an employee/student has traveled from within one of the designated states with significant community spread, he/she must quarantine upon re-entering New York for 14 days from the last travel within such designated state.

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

Employees/students may return to work/school after completing 14 days of quarantine.

Appendix B

In-Person Learning Model

This plan was created under the assumption that we will be able to open for ALL PCS students in the Fall. We followed the mandatory and recommended guidance of the New York State Education Department (NYSED), the Steuben County Department of Health, the New York State Department of Health (DOH), and the Center for Disease Control and Prevention (CDC) when developing this in-person plan. In order to meet social distancing requirements, we are going to be very creative in how we use our spaces. Many spaces are going to be re-purposed so that we can get 100% of our students safely back to school.

The highlights of the plan for grades K-5 are as follows:

- Classes will be reduced in size for us to socially distance desks in the classroom. This will give teachers the opportunity to provide elementary students with mask breaks while they are seated during instruction.
- Each class will be a cohort that spends a majority of their day in one room. This decreases exposure to large amounts of people and is a recommended practice by all organizations.
- Special area teachers will travel to each cohort to deliver instruction. This reduces the amount of exposure for all and eliminates or reduces the use of common spaces like hallways, the art room, the library, the music room and the gymnasiums. Physical education will be primarily delivered outdoors (whenever practical). Outside instruction is recommended by all organizations.
- Students will still get recess, but group sizes will be reduced in order to maintain social distancing and use of the playground equipment.

The highlights of the plan for grades 6-12 are as follows:

- Classes will be reduced in size or moved to an alternate location (i.e., library, cafeteria, gymnasium, music room, etc.) for us to socially distance students when they are seated for instruction.
- Students will be placed into a cohort as frequently as is practical. This decreases exposure to large amounts of people and is a recommended practice by all organizations.

Because of space and safety restrictions, our UPK program is going to be modified. We are working with families to decide whether we go back to half day PK or operate with an alternate schedule.

This plan was written considering all of the assurances outlined throughout the district re-opening plan. When students are not able to socially distance, they are required to wear a face covering.

Appendix C

Hybrid Model

This plan was created under the assumption that we will NOT be able to open for ALL PCS students in the Fall. We followed the mandatory and recommended guidance of the New York State Education Department (NYSED), the Steuben County Department of Health, the New York State Department of Health (DOH), and the Center for Disease Control and Prevention (CDC) when developing this Hybrid plan. In order to meet social distancing requirements, we are going to be very creative in how we use our spaces. Many spaces are going to be re-purposed so that we can get a large percentage of our students safely back to school.

The highlights of the plan for grades K-6 are as follows:

- These students will be in school, in-person five (5) days per week.
- Classes will be reduced in size for us to socially distance desks in the classroom. This will give teachers the opportunity to provide elementary students with mask breaks while they are seated during instruction.
- Each class will be a cohort that spends a majority of their day in one room. This decreases exposure to large amounts of people and is a recommended practice by all organizations.
- Special area teachers will travel to each cohort to deliver instruction. This reduces the amount of exposure for all and eliminates or reduces the use of common spaces like hallways, the art room, the library, the music room and the gymnasiums. Physical education will be primarily delivered outdoors (whenever practical). Outside instruction is recommended by all organizations.
- Students will still get recess, but group sizes will be reduced in order to maintain social distancing and use of the playground equipment.

The highlights of the plan for grades 7-12 are as follows:

- Class sizes will be reduced by 50%. Half of the students will attend school Tuesdays and Wednesdays, and the other half of the students will attend Thursdays and Fridays. ALL students will be learning remotely on Mondays.
- When students are NOT in school, instruction will be completely synchronous. In other words, students will join the class via Teams and attendance is mandatory. All classrooms will be equipped with cameras so that remote students will be able to see the teacher and the instructional materials in real time.
- Students will be placed into a cohort as frequently as is practical. This decreases exposure to large amounts of people and is a recommended practice by all organizations.

The highlights of the plan for special education programs:

- High needs special education students will attend school, in-person five (5) days per week. This includes students who are in 15:1 and 12:1:1 special classes.

Because of space and safety restrictions, our UPK program is going to be modified. We are working with families to decide whether we go back to half day PK or operate with an alternate schedule.

This plan was written considering all of the assurances outlined throughout the district re-opening plan. When students are not able to socially distance, they are required to wear a face covering.

Appendix D

Remote Model

This plan was created under the assumption that we will NOT be able to open for in-person instruction in the Fall.

Here are the highlights of our plan:

- ALL students will be involved in remote learning provided by teachers who will be on-site.
- Time spent on-line will be determined based on the grade of the student and will be age appropriate.
- Special area teachers will be integrating curriculum and content with classroom teachers.
- Special education students will be provided with services as outlined in the district re-opening plan.
- PCS has adopted Schoology, an on-line software, that houses all content that teachers will be using during remote instruction. This is a “one stop shop” for all of the resources that students need, including content, calendars, video conferencing, and more.
- We will be providing training for students and parents so that they are able to comfortably navigate Schoology.
- We will identify students/families who do not have internet access and will collaboratively and creatively come up with solutions to the connectivity problem.
- Some at risk student populations MAY be allowed to attend in-person based on decisions made by NYSED, DOH, and the CDC.