

SARANAC CENTRAL SCHOOL DISTRICT



REOPENING PLAN

July 31, 2021

HEALTH & SAFETY

NUTRITION

SOCIAL-EMOTIONAL WELL BEING

FACILITIES

TRANSPORTATION

ATTENDANCE/CHRONIC ABSENTEEISM

TECHNOLOGY & CONNECTIVITY

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HEALTH AND SAFETY

Focused on preventive actions, recognize signs and symptoms of illness in students and staff; develop plans to maximize social distancing; develop plans to manage and isolate ill persons until they can be sent home; instruct students and staff in proper hand and respiratory hygiene; require wearing appropriate face coverings; and develop cleaning and disinfecting procedures for the school in accordance with CDC and DOH guidance.

Health Checks:

Using guidance from New York State Education Department, New York State Department of Health, Centers for Disease Control and other key advisors, we have developed a thorough and complex safety plan. There are many steps and many people that will be ensuring your child's safety.

Parents/guardians, faculty and staff will have a key step in the safety process-and that begins at home. According to NYSED guidelines, we are requesting all parent/guardians, faculty and staff perform a quick screening and temperature check each morning before sending them to school.

The questions include:

Has your child (or if an employee-have you):

- 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;
- (c) experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days;
- received any fever-reducing medication such as Tylenol, Advil, Motrin, ibuprofen in the past 72 hours and/or;
- 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.

If the answer is yes to any of these questions, he/she **MUST** stay home. There is also a list of commonly seen symptoms of COVID-19 to check for. These include (but are not limited to):

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

If any of these symptoms are displayed, the individual **MUST** stay home and call their primary care provider to ask for an appointment to be evaluated. A written release from their provider to be able to return to school.

If students/staff knowingly refuse screening before entering school, they will not be allowed to enter the building and will be addressed by administration.

SCSD will continue to communicate information about positive cases, quarantine requirements and changes to the instructional model to the community as needed. This communication will be communicated via email, robo calls, posting on Facebook and the District website.

Health Checks/Concerns:

Upon return to buildings, all faculty and staff will participate in training on recognizing symptoms of COVID-19. Faculty and staff are required to immediately inform the Health Office of any persons who appear to have any symptoms of COVID-19.

Students and staff exhibiting these signs should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

Management of Ill Persons:

If any student/staff are exhibiting symptoms of COVID, the following actions will be taken:

- ensure their face covering fits properly over mouth and nose
- bring to isolation room
- if student-immediately contact parent/guardian for immediate pick. Pick up should be within 30-60 minutes. Parent will be directed to call emergency contact if this is not possible.
- If staff-direct immediate departure from building and notify admin.

The SCSD will coordinate with the Clinton County Health Department (CCHD) for safe return of students and staff to in-person learning post positive diagnosis and isolation or quarantine due to exposure.

Information on vaccination has been made readily available to all faculty and staff. We encourage all eligible students and staff to be vaccinated.

Return to In-person Learning for Student/Staff After Positive COVID-19 Diagnosis/Contact:

Return will be coordinated with the Clinton County Health Department. This return to school protocol shall include, at minimum, documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

School nurse will follow up with parents of all students, faculty and staff sent home. Parents and staff are required to notify the school when they develop symptoms or if their answers to the questionnaire change during or outside school hours. School nurses will maintain a log of all activity.

Social Distancing:

SCSD will continue to ensure that appropriate physical distancing is maintained of at least 3 feet between students in classroom settings to the extent possible.

In the event that individuals are participating in activities that require projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes), a distance of six feet in all directions must be maintained between individuals.

Personal Protective Equipment and Face Coverings:

Saranac Central School District will follow OSHA COVID-19 guidance for PPE use and will provide PPE to students/staff as directed.

All students/staff must wear face coverings when entering the building, in all public areas (buses, cafeteria, hallways, etc.) and whenever social distancing is not possible. Acceptable masks are handmade sewn, quick cut, or disposable medical masks. Bandanas, gaiters and vented masks are prohibited. Students/staff can wear their own masks provided they cover both the nose and mouth and are properly cleaned. If students/staff cannot provide their own masks, masks will be provided for them. A minimum of 2 mask breaks will be provided daily with social distancing to be maintained. Outdoor does not require masking.

Students/staff must have medical documentation excusing them from mask-wearing. In lieu of masks, face shields will be used.

Full PPE, including N95 masks will be provided for school nurses and others who may be working in high risk situations such as custodial/maintenance workers-per OSHA guidelines.

Cleaning and Disinfection:

Cleaning and disinfection will be done per CDC and OSHA guidelines. Cleaning solutions used will be provided by Facilities Director and are OSHA, DEC, CDC, and SED approved for safe use in schools. Cleaning supplies will be available to all classrooms and offices with proper PPE and guidelines for safe usage. Training on cleaning and disinfection will be offered by the Facilities Director. Cleaning and disinfection are the primary responsibility of the school's custodial staff, but they can be assisted by others who have had proper training on safe use of cleaning products.

- Daily Cleaning efforts are coordinated through the health offices. A spraying of disinfectants is done weekly.

Healthy Hygiene Practices:

Hand Hygiene:

Handwashing is the single, most important defense against COVID-19. All students/staff will be instructed in proper handwashing techniques, respiratory etiquette and proper use of face coverings. Similar information will be given to parents for reinforcement at home. Teachers will promote frequent and proper hand washing including before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

In such situations where handwashing is not possible, an alcohol-based hand sanitizer containing at least 60% alcohol will be available. Stations will be placed throughout common areas with signage for proper use. Student use of alcohol-based hand sanitizers should always be supervised by adults to minimize accidental ingestion and promote safe usage; supervision is required for elementary school students.

Respiratory Etiquette:

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 should be available in each room. If no tissue is 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.

Health Offices:

School health offices will be equipped with all OSHA required PPE needed to care for student or staff who has developed COVID-19 symptoms. Each health office will be required to have an isolation room to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home. A separate adjoining room with 2-person capacity is required. Room must contain only chairs and any necessary medical equipment. Students who are waiting to be picked up will remain under the visual supervision of a staff member who is socially distanced.

PPE requirements for school health office staff caring for sick individuals must include both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (i.e., goggles or face shield) should be added. When caring for a suspect individual with COVID-19, gloves, a gown, and a fit-tested N-95 respirator should be used, if available (or surgical face mask and face shield, if not available), as well as eye protection. Please consult CDC guidance for additional information. Guidelines for cleaning and disinfection must be followed.

Signage:

SCSD will post signs throughout the school and will regularly share similar messages with the school community, consistent with DOH COVID-19 guidelines regarding public health protections against COVID-19. Signage should be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Adhere to social distancing instructions
- Report symptoms of, or exposure to, COVID-19
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.

District Health Communication:

SCSD will send parents/guardians letters directing them how to screen students at home for signs of illness by multiple means inclusive of but not limited to written communication, via SCS website, email, text, short videos and parent forums.

Vendor/Visitor Protocol:

Main office staff will visualize, document student name, time of pick up/drop off, reason and adult name.

NUTRITION

Saranac Central School District will include the food service director in the reopening plan discussions to help: provide all enrolled students with access to school meals each school day. Address all

applicable health and safety guidelines; ensure compliance with Child Nutrition Program requirements; and communicate with families through multiple means, in the languages spoken by families.

Required Personal Protective Equipment (PPE):

- Food Service Workers will be required to wear the following at all times while in district buildings:
 1. Gloves
 2. Face Covering/Mask
 3. Face Shield (if applicable)
- Face coverings/masks, gloves, and hand sanitizer will be available for use while Food Service Workers are engaged in food preparation or serving and/or present in food preparation or serving areas.
- Food Service Workers will be required to use and dispose of Personal Protective Equipment (PPE) properly. The Food Service Director will oversee this process daily.
- Food Service Workers will maintain social distancing to the maximum practical extent.

All Students Returning to School:

The kitchen staff will be provided instruction upon the start of the school year and throughout as new guidelines surface regarding the most up to date health and safety guidelines. Signage has already been posted within the kitchen workspace. Cash will not be accepted, pre-payment or payment online only. Vending machine use will be restricted. Necessary arrangements will be made to meet the needs and requirements of any medically fragile or high-risk students.

Specific kitchen staff will have the task of putting together meals for students with allergies, making them as close as possible to the regular menu. Nutrition labels will be provided for all meals and they will be marked in red. The staff members (kitchen and food area) will be educated and provided a list with student individual allergies.

Kitchen staff will be updated regularly on any changes in the Child Nutrition Program. Meal patterns will follow the appropriate guidelines. Yearly training and professional standards will be kept up to date. We will be in constant contact with NYSED regarding any changes.

When appropriate, all correspondence with families will be provided in the desired language. We currently have no students in the LEP households. Robocalls, school website and mail will be used to provide information to families.

Air purifiers will be placed in all areas that students will eat.

Remote:

Full remote options will only be offered to students who had a medically documented reason not to attend school. Principals will work with those individuals to develop a plan. If students become quarantined, Principals will communicate the plan for instruction in those instances.

SOCIAL-EMOTIONAL WELL BEING

The Social emotional well-being of our children will continue to be a primary focus among our reopening plans. Throughout this unprecedented shift to a new way of teaching and learning, our dedicated educators and support staff will continue to serve our community, connecting students and families with resources necessary to engage in learning amidst this pandemic. Per state mandates, our district and buildings have a comprehensive developmental school counseling plan in place and is reviewed as needed to meet the current needs of our students. These plans continue to develop and evolve under

the direction of state regulations and guidance as well as well as our certified school counselors and administrators. To better support our students and families, we will continue to utilize our systematic processes to begin the school year with these needs in mind. Each school within the district has a functioning representative group to provide guidance and develop plans to address student needs within their building. All stakeholders are represented and provide feedback to inform the counseling plan.

Collaboration with local community organizations has resulted in additional support and resources for our Saranac students, staff and families. To that end, many community agencies will support the district in our next steps such as: Champlain Valley Family Services, Behavior Health Services North, The United Way, local pediatricians, the Department of Social Services, and Clinton County Sheriff's Department. Our counselors, school psychologists, and staff in collaboration with these agencies will continue to work to identify resources daily that will be able to support our students and families. First, and our counselors and psychologists are ready to call, email, teleconference, and meet in person for counseling needs. Individual building teams will meet regularly to discuss and develop a plan for action when students are in need.

The District will assign specific days to be utilized for professional development regarding the ongoing Covid-19 public health emergency and methods to support student's emotional health. Through our research validated Second Step Program, our certified school counselors and psychologists will continue to provide supports to strengthen coping and resilience skills for students. Administration in concert with our certified school counselors, will continue to monitor the need for additional emotional support for our faculty and staff and provide resources as necessary.

We will keep the community updated on resources available on our website and multiple modes of communication.

FACILITIES

Schools and school districts should promote social distancing while maintaining existing safety requirements designed to protect students. To accomplish this, schools may expand their physical footprint or change the way they utilize space. Schools should also continue to meet or exceed ventilation requirements and may wish to consult with design professionals to increase ventilation and filtration. Because of the importance of in-person learning, schools should implement social distancing to the extent possible within their structures but should not exclude students from in-person learning in order to meet a minimum distance requirement.

General Building:

- Everyone in the building will be required to wear a mask when they are not able to social distancing or the possibility of not being able to social distancing is present.
- All 4 campuses have at least one water fountain per 100 students.
- Congregating of faculty and staff will not be allowed in break rooms. There will always be a limited amount of faculty allowed in those rooms.
- Fire drills will be conducted so that everyone is spaced out far enough to social distance.
- Bathrooms will be cleaned numerous times throughout the day. A daily log will be kept showing who cleaned it.

- In the event that students eat in one of the cafeterias they will be socially distanced, and a barrier will be provided as a second level of protection.
- Support staff will have to complete the self-screening process prior to coming to work. Visitors to our buildings will need to answer the screening questions and have a temperature check prior to entering the building.
- Custodians will be given a refresher course in cleaning and disinfecting. A periodic review and updates on new products will also be offered.
- Students will be taught process for transitioning through hallways.
- All alcohol-based hand -rub dispensers are installed in accordance with FCNYS 2020 section 5705.5.
- The lead water testing will be conducted this year (2021-22).
- Our 2020 building condition survey will be scheduled to take place before January 1.
- Any changes or additions that we do will comply with the 2020 New York State Uniform Fire Prevention and Building Code.

TRANSPORTATION

The school bus is an extension of the classroom and services should be provided to all students with consistency and equity. Each district will be required to: perform regular school bus disinfection measures; train school bus staff regarding social distancing on the bus, at stops, and at unloading times; and train staff regarding the wearing of masks. Students will wear masks and social distance on the bus. Districts will continue to provide transportation to homeless students, students in foster care, those who attend religious, independent or charter schools – and those with disabilities – just as they always have.

Buses and Bus Stops:

- All drivers and passengers will always be required to wear a mask while on the bus. Students will not be denied transportation if they do not have a mask as one will be provided for them. We will encourage parents to please make sure their child has a mask every day.
- Students who have a disability preventing them from wearing a mask will not be required to do so, but arrangements must be made with, and documentation given to the district office ahead of time.

Communication Between District and Parents:

- We will require parents not to send their children to school or board the bus if their child has been sick and/or has a fever or has had a fever in the last 24 hours as per the Health and Safety section of this document.
- Remind students/parents/guardians that social distancing requirements need to be adhered to at the bus stop as well.
- Students will be taught the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Students will be taught and provided periodic reminders on the proper use of social distancing and how to maintain it as much as possible.

Training:

- We will have periodic refresher courses for staff members to go over the proper procedure for cleaning and disinfecting school buses. They will be updated on any new products being offered in our area.
- Staff will be trained and provided periodic refresher courses on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Staff will be trained and provided periodic refresher courses on the proper use of social distancing and how to maintain it as much as possible.

Cleaning and Disinfecting:

- Buses and other transportation vehicles will be cleaned and disinfected daily after every run.
- Director of Facilities or the head bus driver will make frequent inspections to make sure that the buses are being cleaned according to schedule.

ATTENDANCE AND CHRONIC ABSENTEEISM

Schools are required and responsible for developing a mechanism to collect daily attendance, regardless of the instructional setting. Saranac policies and procedures must focus on the academic consequences of lost instructional time and address absences before students fall behind in school.

State Aid Purposes/Reporting Purposes:

Attendance of any student of compulsory age, who resides in the district, must be reported in the Student Information Repository System (SIRS). Reporting of daily attendance is directly connected to the state aid the district receives. Therefore, attendance will be taken regardless of the model of instruction being used.

Attendance will be taken by the classroom teacher. Any illness will be reported to the school nurse. Any attendance concerns not related to illness will be reported to the school counselor and/or school psychologist in conjunction with administration. Students and parents will be given information on this procedure in the opening days of school.

Instructional Purposes:

Reporting Attendance for each course is required to track the instructional hours/minutes mandated by NYSED and for meeting the 180 days in session requirement. This information is directly tied to the state aid the district receives. In middle school and high school, it is the responsibility of the students to attend class. Students must follow attendance procedures that their classroom teachers have in place. Attendance is important and it is each student's basic responsibility as a member of the school community. Regular attendance is directly related to academic and career success.

Failure to attend class daily, regardless of instructional model, may affect a student's grade and could result in loss of credit, referral to school counselors, or a Pupil in Need of Supervision (PINS) referral through Clinton County Family Court. Notification, as required by NYSED Commissioner's Regulations Section 104.1(i)(2)(vii) and Saranac policy will be sent to parents/guardians when students reach each/any of the successive levels of course attendance via written format.

Reporting Purposes:

The compulsory attendance law in New York State requires that all children between the ages of six and sixteen be provided with a program of instruction, either at a public school or elsewhere. The object

of the compulsory attendance law is to see that children are not left in ignorance, that from some source they receive the instruction that will fit them for their place in society. It is the responsibility of the district to take attendance collected and enter it into the SIRS.

Chronic Absenteeism:

The New York State Department of Education requires the district to report Chronic Absenteeism through a Chronic Absenteeism Accountability Report. Chronic absenteeism is an accountability measure used to determine accountability status under New York State's plan to comply with the "Every Student Succeeds Act (ESSA)". Students are considered chronically absent if they were enrolled for 10 or more instructional days, in attendance for at least one of those days, and absent (excused or unexcused) for 10% or more of their enrolled instructional days.

TECHNOLOGY AND CONNECTIVITY

Districts Must:

Sufficient access to a computing device and high-speed broadband is essential for educational equity. Districts and schools must: have knowledge of the level of access all students and teachers have in their places of residence; to the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote/blended models.

- Districts must have the knowledge of the level of access of our students
- Districts must provide devices to students and teachers who do not have sufficient access
- Districts must provide multiple ways for students to participate in learning and demonstrate mastery of learning standards in remote/blended models

Districts Should:

Districts should provide instruction using technology and IT support for students, teachers, and families.

Districts should provide professional development for teachers and leaders on designing effective online/remote learning experiences and best practices for instruction in an online setting.

For New York State students to lead productive and successful lives upon graduation, they must understand and know how to use digital technologies. Technology knowledge and skills are vital for full participation in 21st Century life, work, and citizenship. Sufficient access to computing devices and high-speed internet is essential for educational equity. Even before the COVID-19 pandemic, the inequitable access to technology and internet services in students' places of residence was a priority to be addressed. The closure of New York schools and subsequent shift to remote learning only highlighted this urgent need. The period of remote learning due to school closures presented significant challenges, especially due to the digital divide, but also unprecedented opportunity for schools, students, and families to leverage technology to support instruction, learning, communication, and meaningful connections. The effective use of digital technology can assist educators in differentiating and personalizing learning; provide flexibility in scheduling and pace; and provide multiple entry points

for students to engage in learning. As schools plan for reopening, technology and connectivity must remain essential areas of focus.

In preparation for the utilization of in-person, remote, and hybrid models during the 2020-21 academic year, Saranac CSD, plans to provide students and teachers who need them, for use in their places of residence, with access, to the extent practicable, to:

- All students in grades 3-12 will be issued a lab top for their use. We will assess the needs of the students and families in grades pre-K – 2 and will be able to provide some laptops for their use.
- Consistent, reliable access to high-speed internet at a sufficient level to fully participate in remote/online learning (e.g., a hotspot). We are aware of the issue related to internet access in our communities. Unfortunately, many of the areas that do not have internet access also do not have adequate cellular coverage, making hotspots an ineffective method of internet access. We are working to provide as many options as possible.

In the limited cases where students may still lack internet access in their places of residence, despite best efforts, districts and schools must ensure that all efforts are being made to provide some form of internet access availability, such as by boosting WIFI signals to parking lots. All four Saranac Central Campuses have boosted signals in the parking lots for remote access. We are also hopeful that there will be some allowable access to our buildings to ensure appropriate connectivity.

Reopening Plan Mandatory Requirements School and District Reopening Plans must include information on how the school will:

- Have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- 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.

While the mandatory shift to remote learning in Spring 2020 has highlighted the work that must be done to ensure all New York State students have equitable access to technology, it also revealed a significant capacity for innovation. Districts and schools are encouraged to reflect on lessons learned during remote learning, and to assess the effectiveness of digital tools, platforms, and resources utilized.