



OSWEGO
CITY SCHOOL DISTRICT
Fully prepared and life ready!

2020-2021

OSWEGO CITY SCHOOL DISTRICT **REOPENING PLAN**

Oswego City School District
1 Buccaneer Blvd. | Oswego, NY 13126
315-341-2000 | www.oswego.org



OSWEGO CSD 2020-2021 SCHOOL RE-OPENING PLANS

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DISTRICT CONTACT INFORMATION

OFFICE / SCHOOL	CONTACT PERSON	CONTACT INFORMATION
Oswego City School District Offices	Dr. Mathis Calvin, <i>Superintendent of Schools</i> Carrie Plasse, <i>Ex. Dir. of Elem. Ed & Accountability</i> Nancy Squairs, <i>Ex. Director of Business & Finance</i> Dr. Heidi Sweeney, <i>Ex. Dir. Sec. Ed. & HR</i> Jamie Sykut, <i>Dir. Inst. Tech.</i> Lisa Marie Carter, <i>Dir. Sp. Ed.</i> Dr. Robert Duffy, <i>Dir. Student Support</i> Matthew Goewey, <i>Dir. Food Ser. & Nutrition</i> David Crisafulli, <i>Dir. Of Facilities</i>	1 Buccaneer Boulevard Oswego, New York 13126 Phone: 315-341-2000 Fax: 315-341-2910
Oswego High School	Mr. Patrick Wallace	2 Buccaneer Boulevard Oswego, NY 13126 Phone: 315-341-2200
Oswego Middle School	Mary Beth Fierro	Mark H. Fitzgibbons Drive Oswego, NY 13126 Phone: 315-341-2300
Frederick Leighton Elementary School	Stephanie Griffin	1 Buccaneer Boulevard Oswego, New York 13216 Phone: 315-341-2700
Minetto Elementary School	Jennifer Sullivan	2411 County Route 8 Oswego, NY 13115 Phone: 315-341-2600
Fitzhugh Park Elementary School	Donna Simmons	195 East Bridge Street Oswego, NY 13126 Phone: 315-341-2400
Kingsford Park Elementary School	Dr. Mary Volkomer	275 West 5th Street Oswego, NY 13126 Phone: 315-341-2500
Charles E. Riley Elementary School	Dr. Linda R. Doty	269 East 8th Street Oswego, NY 13126 Phone: 315-341-2800



LETTER TO THE COMMUNITY

Dear Oswego CSD Community,

Ensuring the health and safety of our students and staff is of the utmost importance. Accordingly, the district, in partnership with several of its stakeholders (parents, students, teachers, support staff, community health agencies, community leaders, etc.) has created this plan which will be used as a guiding document as we reopen our schools and provide a high quality education for our students.

Whether instruction is provided in-person, remotely, or through some combination of the two, we believe that our schools have an important role to play in educating and communicating with our community about the everyday preventive actions we are taking to prevent the spread of COVID 19 in our schools.

With that said, our district is committed to following the recommendations of: New York State Department of Health (NYSDOH), The Centers for Disease Control and Prevention (CDC) and the recent (July 2020) guidance which was provided by the New York State Education Department (NYSED). Accordingly, this plan reflects the guidance and recommendations that have been offered by each of these agencies which include, but are not limited to, ensuring the following preventative measures:

- Daily health checks
- Healthy hygiene practices
- Social distancing
- The use of personal protective equipment (PPE) and Face Coverings (masks)
- Management of ill persons; and
- Ongoing cleaning and disinfection.

As we move forward, please know that our goal is to do everything that we can to keep our students and staff safe. Should any of you have any concerns or would like to contact us, please do not hesitate to call the district at 315-341-2000.

Thank you in advance for your support and patience as we implement this plan with integrity during these unprecedented times.

Yours in Education,

Mathis Calvin III, Ed. D.
Superintendent of Schools



BRIEF OVERVIEW OF THE OSWEGO CITY SCHOOL DISTRICT

Reopening of Schools Plan

In June 2020, Governor Andrew Cuomo announced that schools should begin to plan for a reopening during the 2020–2021 school year. While doing so, he also provided districts with a series of reopening recommendations from the New York State Department of Health.

This document is intended to communicate specific components of Oswego City School District (OCSD) plans and preparations for reopening schools in fall 2020. Based on lessons learned from spring 2020, review of state guidance, and reflection on stakeholder input, OCSD has refined its approach to flexible –remote educational delivery. Expanded options reflect the needs and concerns of families and staff while maintaining priorities for health, safety, robust instruction, and support services.

REOPENING SCHOOLS TASK FORCE

In July 2020, the district created a task force, made up of district stakeholders, that were charged with developing specific action plans to address the district’s reopening model. Task force membership reflects diverse perspectives to actively involve stakeholders in the planning process. The following perspectives ensure a range of community, staff, and student needs are considered as plans are established:

- Staff representing classroom teachers and OCSD professional organizations, including Oswego Classroom Teacher’s Association (OCTA and OCTA II), Association of Administrative Personnel (AAP), Central Office Administrators and Supervisors Association (COASA) and Civil Service Employees Association AFSCME- AFL CIO (CSEA)
- A Student – Board Representative
- Parent representatives (Elementary, Middle and High School parents)
- Staff from the County Health Department
- Members of the Medical Community
- District – Community stakeholders from the City of Oswego

Department staff from: facilities and transportation services, Public Relations (CiTi BOCES), financial services, human resources, information technology, instructional services, professional learning and family engagement, school support, special services; and school leadership, including principal representatives from each level.

The task force was formed to address six key action areas: Facilities and School Operations, Instruction, Technology, Communication, Community Partnerships, and Human Resources. The superintendent and assigned executive leaders lead the work of each of these action teams. Action teams continue to meet (as needed) and include additional members who bring direct knowledge and skills for identifying specific issues and generating a plan to address each of the identified critical actions.



GUIDING PRINCIPLES FOR REOPENING

OCSD has identified five principles to guide all planning for school reopening. They are as follows:

1. Ensure safe learning and working environments for students and staff.
2. Maximize family choice in student learning format, offering two options for instruction at the pre-K – 6 level and one option at the Secondary (7-12) level.
3. Ensure all students receive instruction that meets state and federal standards and have the necessary supports for success, including:
 - Access to technology and connectivity
 - Social-emotional wellness and health supports; and
 - Additional supports to meet needs of special populations.
4. Provide training, time, support, and flexibility necessary for staff to prepare for successful reopening.
5. Provide proactive, clear communication (with translations) to all families and staff.

LESSONS LEARNED FROM SPRING 2020

The impact of the school closures on student achievement and well-being has been studied by various organizations around the world. Building a reopening plan that takes into account common lessons learned within OCSD and beyond will help create an infrastructure aligned to student, family, and staff needs. Documenting the successes and missteps in the spring 2020 remote virtual learning implementation will inform decisions and planning for the reopening of schools in the fall 2020. Six key areas of learning have been documented by OCSD staff from analysis of our own experiences and review of recent articles and studies.

INSTRUCTIONAL MODEL

- Consistent implementation of a school-wide wide instructional schedule is needed to promote equity.
- More synchronous student learning (live, interactive learning) is preferred.
- Increased access to live teaching experiences is needed to reduce the family burden to support student learning.
- Increased social emotional learning (SEL) opportunities are needed in a virtual environment.

EQUITY CONCERNS

- Technology and connectivity must be provided by the District to ensure that all students can participate equitably in online instruction.
- District plans must account for the disproportionate health and economic impact of COVID-19 on certain areas of our community, including how this affects student's ability to equitably participate in online learning, potentially widening achievement gaps.



COMMUNICATION

- Opportunities for two-way conversations with all stakeholders is vitally important when generating plans and monitoring implementation.
- Frequent and consistent messaging from our schools are needed, with safeguards to ensure communication reaches all families.
- Verbal interpretations and written translations must be available for all families who require them.
- Return to school success stories should be shared with stakeholders through social media, newsletters, news releases, and media outlets.

INSTRUCTIONAL PRACTICES

- Staff need dedicated time to plan and work in collaborative teams.
- Ongoing professional development is needed to strengthen virtual teaching strategies.
- Digital citizenship concepts and skills should be integrated into lessons.
- Consistent inclusion of “specials” classes in elementary school and electives in secondary schools is needed to support the whole child.
- Grading policies should be carefully crafted to appropriately motivate student engagement.

TECHNOLOGY AND INFRASTRUCTURE

- Timely distribution of lap tops and MiFi devices must be further strengthened to support student access to online instruction.
- Learning platforms and video conferencing must be able to support consistent access by OCSD students and staff.
- Students must have secure ways to access synchronous learning.
- Honoring students’ individuality while maintaining security is critical, such as reflecting preferred names within digital platforms.

STAFF SUPPORT

- Administrators, teachers, and support staff should receive sustained professional development on a range of crisis-related issues, self-care, and productivity tools.
- The district must ensure that all staff have consistent access to internet connectivity so they may effectively support students, families, and the school system.

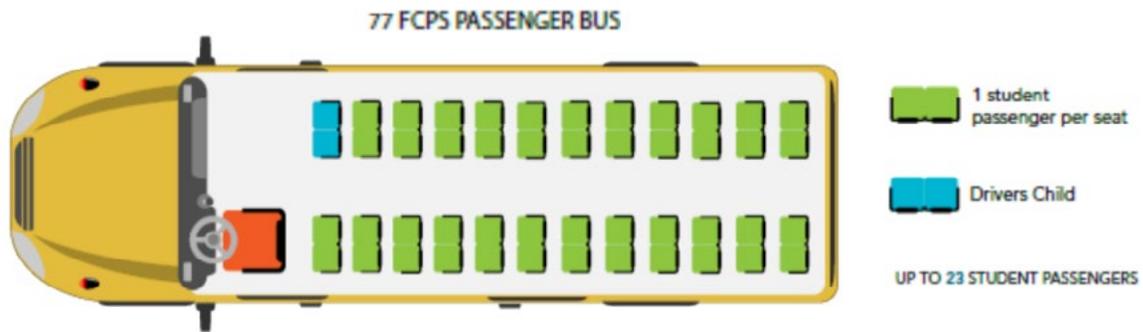
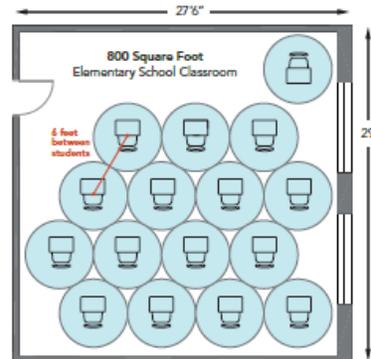
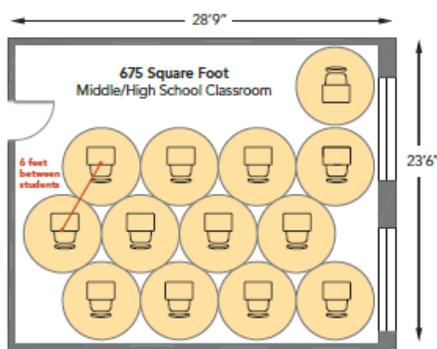
IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING

This Reopening Schools Plan offers Pre-K - 6 families the option of limited (2 days a week) in-person instruction in OCSD school buildings with social distancing protocols, per the current CDC and NYSDOH guidance. In this model, students attend classes at their school a minimum of two days per week, with additional days offered remotely - virtually. Students are automatically enrolled for in-person instruction if their families do not submit their preferred instructional model.



SOCIAL DISTANCING

OCSD building access is limited in accordance with health and safety guidelines, and visitor access is restricted. Six-foot separation is maintained whenever possible for both staff and students, and efforts are in place to limit mixing groups of students. Buses will enact new capacity limits and seating guidelines, per health and safety expectations



HEALTH PROTOCOLS

Health monitoring protocols are implemented in accordance with CDC and NYSDOH guidance. A daily health screening form requires caregivers to report that their child is asymptomatic and has not been exposed to anyone who is symptomatic. Buildings undergo daily sanitizing for high-touch areas (doorknobs, handles, etc.) using approved cleaning products. Schools will collaborate with the OCSD district office to rapidly and appropriately respond to any outbreaks in the community or school and to implement all necessary health and safety protocols.



REOPENING PLAN INFORMATION

Our Reopening Plans includes the elements outlined in the guidance released by NYS Department of Health (DOH) on July 13, 2020.

- The Oswego CSD Re-Opening Plan is posted on our website (<http://www.oswego.org/>) which is in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. It is posted on individual school websites and centrally on our main district-wide page. This plan has also been translated in Spanish for all Spanish speaking community members.
- The Oswego CSD includes all assurances completed by the Superintendent of Schools, Dr. Mathis Calvin III, and all of the elements outlined in the New York State Department of Education guidance document.





BRIEF OUTLINE OF DISTRICT EDUCATIONAL PLAN

WHAT IS THE DISTRICT'S EDUCATIONAL PLAN FOR THE 2020-2021 SCHOOL YEAR?

The Oswego City School District is committed to ensuring the educational programming that is needed and required for our students. Accordingly, the district will provide the following "hybrid" - educational program model for our students beginning this fall, 2020-2021:

- **All K-6 students will attend school 2 days per week in person and 3 days a week virtually.**
Each classroom in the district will be split into two groups. Half of the students (Group A) will attend school in person from 8:45 AM until 1:30 PM on Monday and Tuesday and the other half (Group B) will attend school in person on Thursday and Friday from 8:45 AM until 1:30 PM. Whenever students are not in school they will be provided remote learning and can contact teachers for support from 1:30 PM until 3:30 PM. It should be noted that our elementary schools will be closed for mid-week cleaning and disinfecting on Wednesdays. Accordingly, no in person learning will be happening on that day of the week.
- **All 7-12 students will receive their educational program virtually 5 days per week.**
All secondary students will be given an instructional schedule to follow each day between the hours of 9 AM and 2:30 PM. Students should log on to their classes at the specified time which will be listed in their schedules. It should be noted that Career and Technical Education (CTE) courses that are normally offered through CiTi BOCES will continue to be offered virtually and/or in person for one day a week (wherever possible).
- **Charles E. Riley, Fitzhugh Park, Kingsford Park and Minetto-UPK programs Pre-K students will receive in-person instruction for half a day, 2 days a week**
(Monday and Tuesday or Thursday and Friday). Students will come to school for in person instruction similar to the K-6 structures noted above. At Leighton Elementary, the UPK students will be attending all 4 days for ½ day sessions. The district will not be providing transportation services for these students this school year. Accordingly, transportation to and from school will be the responsibility of the parent and/or guardian.

Please be advised, the district subcontracts with First Steps UPK, an outside agency that provides Pre-K services for all of our Pre-K students.
- A select group of students with severe disabilities and English language learning needs will receive their instructional program in person between 2-4 days a week and possibly 1 day a week virtually. Given the significant learning needs of this population of students, the district will be providing in person instruction for these students during the hours of 9 AM until 1:30 PM for four days a week (Monday, Tuesday, Thursday and Friday). On Wednesdays, classroom teachers will hold office hours and/or meet with parents and/or students who are able to virtually meet throughout the school day.



PRESCHOOL COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON SPECIAL EDUCATION MEETINGS

In support of our students the district will continue to have CPSE and CSE meetings for its students. These meetings will be held online – virtually.

TECHNOLOGY INFORMATION

In support of this educational plan, the district will provide 1:1 technology for all of its students, K-12. This includes a computer and a WIFI mobile spot for all students who need them. Technology will be distributed to students prior to and throughout the school year.

EXTRA-CURRICULAR ACTIVITIES

The district will be virtually offering some specific (to be determined) online extra-curricular clubs at the secondary level. Secondary administrators will be reaching out to parents to inform them of these offerings.

ATHLETICS

The New York States Public High School Athletics Association has determined that all interscholastic sports teams have been placed on hold. This means all sporting contests and practices are cancelled at this time. Should this change, the district will contact parents to inform them.

TRANSPORTATION

The district will provide safe transportation for all students who will be attending in person instruction. The district's transportation department will be contacting parents and/or guardians to clarify transportation arrangements.

YMCA – BEFORE AND AFTER CHILDCARE

The YMCA will be partnering with the district to provide before and after school care. In the past, care was provided in only three of our school buildings. Given the need to maintain the health and safety of our student's, childcare services before and after school may be offered by the YMCA in all of our five elementary buildings. All social distancing and health department recommendations will be maintained while students are in programming with the YMCA. It should be noted that there is a costs for YMCA programming. Those costs are paid directly to the YMCA. It should also be noted that the YMCA provides subsidized funding for all parents who require this support. Parents seeking this type of support should contact the YMCA directly.



SAMPLE SCHEDULES FOR ELEMENTARY AND SECONDARY STUDENTS

ELEMENTARY SCHOOL SCHEDULE	
8:45-9:00	Breakfast and Morning Meetings (In classroom)
9:00-10:00	ELA Direct Instruction
10:00-10:35	Skills Group for ELA
10:35-11:05	Specials: PE, Art and General Music
11:05-12:05	Math
12:05-12:30	Lunch (In classroom)
12:30-1:30	Science/Social Studies or Skills group for Math
1:30-1:40	Staggered Release Time
2:00-3:30	Office Hours for cohorts doing Remote Learning*

**Mask breaks will be scheduled by teachers*

MIDDLE SCHOOL SCHEDULE	
7:50-9:00	Student reviews daily schedule and prepares for the instructional day
9:00-9:30	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students
9:40-10:10	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students
10:20-10:50	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Thursdays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Fridays for A day students
11:00-11:30	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students



SAMPLE SCHEDULES FOR ELEMENTARY AND SECONDARY STUDENTS

Continued

MIDDLE SCHOOL SCHEDULE <i>(continued)</i>	
11:40-12:10	Lunch for all students
12:20-12:50	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students
1:00-1:30	On Wednesdays, scheduled classes include resource periods, ENL, Enrichment classes, Band, Orchestra, Chorus, and other stand-alone courses
1:40-2:10	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students
2:20-2:50	Scheduled classes will be assigned during the 9 period day: Math, ELA, SS, PE on Mondays for A day students; Science, World Language, Health, Career and Financial Mgt, FACS/Technology on Tuesdays for A day students

OSWEGO HIGH SCHOOL	
7:30-9:00	Student reviews daily schedule and prepares for the instructional day
9:00-9:05	Homeroom- daily attendance will be submitted
9:10-9:40	1st period- Scheduled classes will be assigned during the 9 period day
9:45-10:15	2nd period
10:20-10:50	3rd period
10:55-11:25	4th period
11:30-12:00	5th period
12:05-12:35	6th period



OSWEGO HIGH SCHOOL *(continued)*

12:40-1:10	7th period
1:15-1:45	8th period
1:50-2:20	9th period
	Students will meet with teachers synchronously on Mondays, Tuesdays, and Thursdays. On Wednesdays and Fridays, classes will be offered both synchronously and asynchronously. Designated students will have small group learning opportunities. On Fridays, students will have time to finish up assignments for the week and meet with teachers. Social Emotional Health will be the focus on Fridays.

Synchronous – Live instruction

Asynchronous – Not live instruction

PREPARING FOR FUTURE SHUTDOWNS

Changes in public health data could necessitate rapid adjustments to the district’s operational approach at any time in the 2020-21 school year. Students, families, and staff attending in-person with social distancing in OCSD buildings should be prepared for the potential of building closure on short notice. District leaders will communicate promptly to staff, students, and families in the event that local health conditions warrant school closure or a change in instructional delivery. In the event of closure, OCSD will implement an emergency model of full-time online instruction for all students.

Experts studying health trends for COVID-19 and past pandemics recognize that there is the potential for a range of shifts in public health risk as we move toward eventual stability. As we begin to ease social distancing, we work from an assumption that the worst is behind us. However, analysis of historical data and trends from other areas of the world experiencing COVID-19 suggest the likelihood that we will see a resurgence in cases. This resurgence could take the form of a spike, possibly in late fall when flu season also prompts more COVID-19 transmissions. Another variation could bring recurring waves across many months until a vaccine is developed, reflecting loss of stamina for strict health and social distancing precautions.

SAFETY PROTOCOLS

During a health closure for one or more OCSD sites, no students would be allowed in school buildings for instruction. Staff would access buildings for critical purposes, as permitted within health department guidelines. In rare circumstances, when a necessary specialized service cannot be provided remotely, individual students may be permitted into an OCSD facility by appointment and with strict mitigation strategies in place.



INSTRUCTIONAL PRACTICE

In the event of shutdown, all instruction for the affected schools would be delivered online through enhanced distance learning practices. These virtual practices would reflect lessons learned from spring 2020 and would include expanded digital curriculum resources, as well as additional staff training. The district’s ongoing expansion of technology, connectivity, and blended learning strategies across grade levels and curricular areas will ensure OCSD students are able to access high-quality, rigorous instruction even in the event of a school closure. The district will continue to document effective virtual learning strategies and provide professional development and family resources in order to prepare for a possible transition to online learning.

SCHEDULES

It should be noted, elementary class schedules in an emergency online learning approach, will mirror schedules used for students whose families requested full-time online instruction for the school year. All secondary students (7-12) will continue with the schedules that they would have been using since the beginning of the school year.

NYSED & NYSDOH REQUIRED INFORMATION - ASSURANCE COMMUNICATION / FAMILY & COMMUNITY ENGAGEMENT REOPENING PLAN

Assurance 1. Plans for reopening should identify the groups of people involved and engaged throughout the planning process.

The following group of people were involved and engaged throughout this planning process:

NAME	TITLE
Diane Oldenburg	Senior Public Health Educator
Dr. Robert Morgan	District Physician
Zeida Olson	Student Representative – Board of Education
Christina Chamberlain	CSEA Representative and OCSD Health Services Coordinator
Jeff Chetney	CSEA Representative
Carrie Patane	Oswego Classroom Teachers Association
Gretchen Coakley	Oswego Classroom Teachers Association
Carrie Penoyer	Parent & Rotarian
Amy DeVinny	Parent/High School Nurse
Ashley Johnson	Parent



NAME	TITLE
Francine Latino	First Steps UPK Programs
Kerrie Webb	YMCA
Dr. Dean Goewey	Superintendent of Schools (outgoing)
Dr. Mathis Calvin III	Superintendent of Schools (incoming)
Samantha Spaulding	Assistant Principal OMS
Rory Malone	Assistant Principal OMS
Tara Clark	Assistant Principal OHS
Kirk Mulverhill	Assistant Principal OHS
Mathew Goewey	Director of Food Service
Stephanie Griffin	Frederick Leighton Elementary Principal
Patrick Wallace	OHS Principal
Dr. Linda Doty	Riley Elementary School Principal
Jennifer Sullivan	Minetto Elementary School Principal
Donna Simmons	Fitzhugh Park Principal
Dr. Mary Volkomer	Kingsford Park Principal
Mary Beth Fierro	Middle School Principal
Carrie Plasse	Executive Director of Elementary Education and Accountability
Nancy M. Squairs	Executive Director of Business and Finance
Dr. Heidi Sweeney	Executive Director of Secondary Education and Personnel
David Crisafulli	Director of Facilities
Jamie Sykut	Director of Instructional Technology, Network, Information & Multimedia Systems
Rhonda Bullard	Director of Physical Education and Athletics
Dr. Robert Duffy	Director of Student Services
Lisa Marie Carter	Director of Special Education
Thomas Gunn	Transportation Supervisor
Penny Morley	Dean of Students OHS

Assurance 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. The communications plan is as follows:



OSWEGO CSD COMMUNICATION PLAN

Our Mission: Oswego City School District is student centered

District Vision: “Fully Prepared and Life Ready.”

OCSD Mission in Action Statements

- We will use an evidence-based approach
- We will be a collaborative community
- We will be a community that accepts and appreciates diversity
- We will consider all points of view to make compassionate decisions
- We will communicate with all relevant stakeholders

COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Introduction	<ul style="list-style-type: none"> • The goal of this communications plan is to be prepared to reopen schools safely amidst the COVID-19 pandemic. • Oswego City School District has and will continue to engage in communications throughout the pandemic using a variety of platforms to reach all audiences with current information and updates regarding district reopening and COVID-19. • With guidance from New York State and the Oswego County Health Department, we will continue to develop, implement and evaluate comprehensive communication strategies to inform all stakeholders of the reopening plans and safety measures being considered to ensure our students are reintroduced to learning in safe environments.
Goals	<ul style="list-style-type: none"> • To provide information and updates regarding the COVID-19 pandemic and associated school impact in a timely fashion. • To engage our school community and seek input from all stakeholders in the reopening and safety planning process. • To educate, inform and train students, parents, staff and visitors on new COVID-19 safety protocols using CDC and DOH guidance.
Objectives and Strategies	<ol style="list-style-type: none"> 1. Objective: Help families, staff and the school community at large easily understand the modes of communication used by our organization, how they can expect to be communicated with and where they can find information and updates.



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
	<p>Tactic/tool: Create a communication matrix document that can be shared and posted on our website.</p> <p>2. Objective: Host all information pertaining to the coronavirus and reopening of schools in one place for easy access. Tactic/tool: Revise our webpage so that it will host reopening guidance, safety protocols, letters from administrators, instructional tools, updates, a feedback form, etc.</p> <p>3. Objective: Provide a clear way for families to provide feedback. Tactic/tool: Have a feedback form on the website. Take questions via phone (on district hotline) and email. Distribute surveys periodically. Communicate one-to-one.</p> <p>4. Objective: Educate staff, students and visitors about proper social distancing, safe hygiene practices, reopening protocols and COVID-19 information. Tactic/Tool: Develop signage to be placed throughout our buildings at entrances, restrooms, dining areas, classrooms and offices. Tactic/Tool: Create and share training and informational videos hosted on the website, shared on social media and utilized within the classroom. Tactic/Tool: Create and share training and informational graphics on social media.</p> <p>5. Objective: Ensure that materials are accessible and provided in the language spoken/read by the end user. Tactic/tool: Make information provided on the website accessible. Materials will be translated for students as needed. Tactic/tool: Ensure that communications are provided in a variety of platforms including traditional mail, email, phone call, text, social media, news media and website postings.</p>



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
	<p>6. Objective: Make students/parents aware of their responsibility to notify the school when they develop symptoms or have had exposure to COVID-19.</p> <p>Tactic/tool: Send written notification home and post reminder on the website.</p> <p>Tactic/tool: Create a graphic reminder to be shared on social media regularly.</p> <p>Tactic/tool: Designate COVID-19 coordinator(s) as the main point of contact upon the identification of positive COVID-19 cases.</p> <p>7. Objective: Instruct parents/guardians on how to screen students at home for signs of illness.</p> <p>Tactic/tool: Create an instructional video to be hosted on the website.</p> <p>Tactic/tool: Create a graphic to be shared on social media.</p> <p>Tactic/tool: Send written instructions home and post on the website.</p> <p>8. Objective: Make social-emotional well-being and learning a priority and engage members of the school community in implementation efforts.</p> <p>Tactic/tool: Implement social-emotional learning practices in the classroom – (in person and virtual classroom).</p> <p>Tactic/tool: Share social-emotional wellbeing</p> <p>It should be noted, tactics/tools will be updated, improved and added to as the situation evolves.</p>



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Guiding Communication Principles	<p>Transparency – our communications will be open and honest.</p> <p>Accuracy – our communications will be understandable, factual and timely.</p> <p>Strategic – our communications will be purposeful and linked to our mission and goals.</p>
Target Audience	<p>Internal:</p> <ul style="list-style-type: none"> • All staff • Employee associations and unions <p>External:</p> <ul style="list-style-type: none"> • Students • Parents/Guardians • Board of Education • Department of Health/ Local Community Partners • Component School Districts • Visitors
Communication Channels - methods	<ul style="list-style-type: none"> • District Website (COVID-19 - specific page with FAQs, web alert system) • Email/Text/Phone via Mass Notification System (School Messenger) • Social Media – district Facebook page • Building Signage • School District Newsletter • Palladium Times Newspaper • WBUC Television Station • Town hall virtual meetings
Key Messages	<p>We need to work together to do all that we can to keep students and staff safe and engaged in the learning process while mitigating the spread of infection.</p> <p>We're all learning as one during this time. It's ok to be frustrated. Remain at home if you are sick or have been exposed to a person with COVID-19.</p> <p>Exercise preventative hygiene practices:</p> <ul style="list-style-type: none"> • Avoid touching eyes, nose and mouth. • Wash your hands often with soap and water for at least 20 seconds.



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
	<ul style="list-style-type: none"> • Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable. • Cover cough/sneeze with tissue or sleeve. • Where a mask when social distancing of six feet or more is not possible. • Routinely clean frequently touched surfaces. <p>Our district is closely monitoring the situation regarding COVID-19.</p> <p>We are following the guidance of our local health department, New York State and the CDC.</p> <p>We have worked diligently to put forward the best sanitation and safety practices possible in our buildings.</p> <p>We will continue to monitor the developments surrounding the coronavirus closely and will take appropriate measures to protect the health and safety of our school community.</p> <p>Please rely on our website (Oswego.org) for the most up-to-date information.</p> <p>We remain sensitive to implicit biases that may be associated with the virus. All members of our community have the right to be safe, valued and respected.</p> <p>We have open and effective lines of communication with our public health officials and will alert students, staff and parents if we receive direction related to COVID-19.</p> <p>Any potential school closing (and reopening) due to illness will be guided by public health officials. School buildings may close – but our school is more than a building – it’s US!</p>
<p style="text-align: center;">Evaluation Tools</p>	<p>Social media engagement</p> <p>Feedback from surveys</p> <p>Information from website feedback form</p> <p>Website analytics and visitor data</p> <p>Attendance at virtual or in-person forums/public meetings/informational sessions</p> <p>Feedback from email and/or hotline</p>
<p style="text-align: center;">Research/Resources</p>	<p>New York Forward Reopening Webpage: https://forward.ny.gov/</p> <p>DOH COVID-19 Webpage: https://coronavirus.health.ny.gov/home</p> <p>CDC COVID-19 Webpage: https://www.cdc.gov/coronavirus/2019-nCoV/index.html</p>



PARENTS/GUARDIANS AND STUDENTS

All public communication methods outlined above may be utilized by Oswego CSD in addition to:

COMMUNICATION METHOD	RESPONSIBLE PARTY
School Messenger/Parent Square (robo calls, e-blast)	District Administration (Superintendent and Building Principals)
Emails to parents / guardians	Administration/ Teachers
Letters sent home from Administration	Administration/ CITI BOCES Communications Specialist - Team

ALL DISTRICT STAFF

All communications methods outlined above may be utilized by the Oswego CSD in addition to:

COMMUNICATION METHOD	RESPONSIBLE PARTY	FREQUENCY
Oswego CSD all-staff email list	Administrators / Support Staff	Weekly or as needed
Newsletters, print and digital	CITI BOCES Communications Specialist - Team / Administrators	Monthly
School Messenger	Building Principals/ Communications	As needed
Direct supervisor communications - phone calls and texts	Oswego CSD Supervising Staff	As needed
Letters home, if necessary	Oswego CSD Administration Members	As needed
Staff meetings	Oswego CSD Administration Members	As needed

Assurance 3. The school and/or district will ensure all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Training and timelines for training is provided in the following ways:

TRAINING	DATE(S)	RESPONSIBLE PARTY
Classroom - School wide training on new COVID-19 -19 protocols (e.g. hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene, etc.)	September (return to school date) and ongoing throughout the school year)	School Administration and Classroom Teachers



TRAINING	DATE(S)	RESPONSIBLE PARTY
School bus training on COVID-19- 19 protocols (e.g. hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene, etc.)	September (return to school date) and ongoing throughout the school year)	School Bus Drivers

Assurance 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.

In an effort to do so, the districts’ administration and its website will direct community members to the following documents – website links: CDC: K-12 Schools and Child Care Programs FAQs (<https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/schools-faq.html>) and NYDOH: Interim Guidance for In-Person Instruction at PreK to 12 Schools (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre- K to Grade 12 Schools MasterGuidance.pdf>). The district will also employ the following communication methods:

METHODS	DATE(S)	RESPONSIBLE PARTY
Verbal Communications (through School Messenger robo-calls)	Beginning in late August – and provided throughout the school year	Administration
Written Communications Signage, Letters, emails, website messages, e-blast (School Messenger)	Beginning in late August – and provided throughout the school year	Administration

Assurance 5. Additionally, Oswego CSD provides copies of this document in the language(s) spoken at home among families and throughout the school community (Spanish, Traditional Chinese, Russian and Arabic). Written plans are also accessible to those with visual and/or hearing impairments.

All interested parties who need documentation translated can access those documents by following these procedures:

Contact the Director of Student Services, Dr. Robert Duffy at 315-341-2910 to inform him of your needs.

Once a request is made, Dr. Duffy will work with the districts contracted translation service company to procure the needed documents in a timely manner.

For copies of this document in other languages, please contact Dr. Robert Duffy, Director of Student Services at 315-341-2910.



ADDITIONAL CONSIDERATIONS FOR EFFECTIVE COMMUNICATIONS AND FAMILY ENGAGEMENT

- ***Oswego CSD will provide regular updates about safety, scheduling, and all other information families should be aware of on the Oswego CSD website. Families can also provide feedback at any time by completing this open survey which is found on the districts' website: <http://www.oswego.org/districtpage.cfm?pageid=1429>***

- ***Oswego CSD also has a COVID-19 hotline which you can access by calling 315-342-2050 and asking to speak to someone about COVID-19.***

- ***Up to the minute information about COVID-19 can be found on our District - COVID-19 website at: <http://www.oswego.org/districtpage.cfm?pageid=1429>***

- ***All other concerns can be directed to our school safety officer, Dr. Robert Duffy, Director of Student Services and Christina Chamberlain, District Health Services Coordinator. The safety coordinator can answer questions regarding COVID-19 from:***
 - Students
 - Faculty
 - Staff
 - Parents/Legal guardians



HEALTH & SAFETY

Assurance 1. Each school and/or district reopening plan must review and consider the number of students and staff allowed to return in person.

The district is implementing a hybrid method of instruction if allowed to open by Executive order.

- Grades 7-12 will be remote instruction
- A select group of students with significant disabilities and ELLs in grades 7-12 will be offered in-person instructional opportunities at specified times throughout the week.
- In grades K-6, half of each elementary school's student population will be brought back on an AA/BB schedule for Monday/Tuesday and Thursday/Friday, with Wednesday held for deep cleaning between cohorts. The elementary school day will be shortened to 8:45-1:30 to reduce seat time for students.
- Classrooms will be set up a 50% capacity with desks separated 6 feet apart to maintain social distancing between students and teachers.
- PPE is being ordered and in the event a student forgets to bring in a face mask from home, one will be provided to them.
- Students will have their temperatures checked before getting on buses. Walkers will have their temperatures checked before they enter school. Students who are dropped off by parents will have their temperatures checked before leaving the vehicle.
- All appropriate cleaning measures and PPE has been ordered.
- Oswego Hospital has a capacity of 164 beds. The hospital does not have a pediatric floor. Mild symptoms should be managed by their healthcare provider. Children should only present to the Emergency Department if their symptoms require them to need emergency services. Children requiring hospitalization will be transferred to other facilities outside of the county.

Please refer to Facilities, Child Nutrition and Transportation sections of this plan for additional information about facilities, child nutrition and transportation services.

Assurance 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.

The people listed below participated and gave freely of their time and expertise to work on the Health & Safety, Facilities, Food Service and Transportation sections of this plan:



NAME	TITLE
Diane Oldenburg	Senior Public Health Educator, Oswego County
Dr. Robert Morgan	District Physician
Christina Chamberlain	CSEA Representative and OCSD Health Services Coordinator
Jeff Chetney	CSEA Representative
Dr. Dean Goewey	Superintendent of Schools (outgoing)
Tara Clark	Assistant Principal OHS
Kirk Mulverhill	Assistant Principal OHS
Matthew Goewey	Director of Food Service
Nancy M. Squairs	Executive Director of Business and Finance
David Crisafulli	Director of Facilities
Jamie Sykut	Director of Instructional Technology, Network, Information & Multimedia Systems
Rhonda Bullard	Director of Physical Education and Athletics
Dr. Robert Duffy	Director of Student Services
Lisa Marie Carter	Director of Special Education
Thomas Gunn	Transportation Supervisor

IT SHOULD BE NOTED, VARIOUS STAKEHOLDERS PARTICIPATED IN SOME OR ALL OF THE FOLLOWING MEETINGS:

7-8-20County wide Reopening meeting Part 1
 7-16-20County wide Reopening meeting Part 2
 7-16-20 District Administrative planning meeting
 7-16-20 Small Group breakout meeting
 7-20-20 Plan review update
 7-21-20 District Administrative planning meeting
 7-21-20 Small Group breakout meeting
 7-21-20County Transportation Meeting

7-21-20County Food Service Meeting
 7-21-20County Facilities Committee
 7-22-20 District Administrative planning meeting
 7-22-20 Small Group breakout meeting
 7-23-20 Plan review committee members
 7-24-20 Plan review committee members
 7-28-20 Plan review committee members



To add to this, health & safety plans were reviewed by all committee members and their input or edits included in the plan. All changes to the plan were also reviewed by the committee before inclusion in any revisions.

Assurance 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.

The Oswego City School District will utilize the communication plan as identified in the Communication Section of this document.

Assurance 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.

Oswego City School District staff will be trained to observe for the signs of illness (listed below) in staff and students, Symptomatic individuals will be directed to the nurse's office for evaluation. Employees will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

- Fever of 100 or chills
- 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
- New loss of taste of smell

In case of an emergency all staff will call for emergency transport (911), per district policies (7520 Accidents and Medical Emergencies and 7521 Students with Life Threatening Health Conditions). Some examples of when staff will contact 911 include but are not limited to:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain



It should also be noted, if a student or staff member reports having tested positive for COVID- 19, school administrators or his/her designee will notify the local health department to determine what steps are needed for the school community.

DAILY HEALTH & TEMPERATURE SCREENINGS

Assurance 5. Oswego City School District has a 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.

- All students will be temperature checked before getting on any school or contract bus. Students that walk to school will be temperature checked before entering school and students that are dropped off by parents will be temperature checked before their parents are allowed to leave. All staff, contractors, visitors, vendors and delivery vendors will be temperature checked and made to answer COVID-19 questions before they are allowed in the buildings.

Assurance 6. Oswego City School District will require that ill students and staff be assessed by the school nurse and all ill students and staff will be sent home for follow up with a healthcare provider.

Oswego City School District requires students and staff with symptoms of illness to be sent to the health office at each building. School nurses will be available to assess individuals.

If a school nurse is not available, the principal will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID 19 that are not explained by a chronic health condition for follow up with a health care provider.

Oswego City School District will follow Education Law § 906, which provides whenever a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The Health Services Coordinator shall immediately notify a local public health agency of any disease reportable under the public health law.

Effective Feb. 1, 2020, the 2019–Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019–Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1 direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Oswego City School District will also require school staff to immediately report any illness of students or staff to the school nurse or other designated school official. Such reports are made in compliance with FERPA, and Education Law 2-d.



It should be noted, effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1. This law asserts, “direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.” Given this information, the District will work closely with our Director of Health and Nursing – Medical staff to ensure the health and safety of our students and employees.

Assurance 7. Oswego City School District requires all students or staff with a temperature, signs of illness, and/or a positive response to the Oswego City School District questionnaire will be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The district will ensure:

- Isolation rooms will be set up in each of the Elementary school buildings for students that have signs of illness. Parents will be notified to pick up their children upon notification from the school. All staff showing signs of illness will be sent home. Students will be escorted from isolation area to the parent/guardian.
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.
- Symptomatic students or staff members will follow [CDC's Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member demonstrate emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Oswego City School District will call 911 and notify the operator that the person may have COVID-19.

Oswego City School District staff will be trained on the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth. The district will notify parents/guardians if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:

- Fever of 100 or chills
- 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
- New loss of taste or smell



Staff will call for emergency transport (911), per district policies (7520 Accidents and Medical Emergencies and 7521 Students with Life Threatening Health Conditions) for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

If a student or staff member reports having tested positive for COVID 19, school administrators or his/her designee will notify the local health department to determine what steps are needed for the school community.

Assurance 8. Oswego City School District requires all visitors, guests, contractors, and vendors entering the school to follow all Oswego City School District health screening guidelines.

In addition to temperature checks the staff, all visitors, guests, contractors, and vendors will be asked the following 4 questions:

- Are you exhibiting COVID-19 symptoms?
- Have you tested positive for COVID-19 in the past 14 days?
- Have you been in contact with a confirmed or suspected COVID-19 case in the past 14 days?
- Have you travelled outside of NYS in the past 14 days?

Assurance 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.

Oswego City School District will provide instructions for parents/guardians to observe for signs of illness in their child that require staying home from school. These include :

- Fever of 100 or chills
- 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
- New loss of taste or smell



When students demonstrate any of these emergency warning signs of MIS-C or other concerning signs, which include but are not limited to:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain

Parents will be notified to keep their child home if they are experiencing any of the symptoms above.

Assurance 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.

Oswego City School District has written protocols and signage postage that instructs staff and students in correct hand and respiratory hygiene.

HAND HYGIENE PLAN

Oswego City School District built in staggered hand washing times for students and staff. We have also increased hand hygiene to include:

- 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 (60% alcohol or greater) these are available in building entrances, high traffic areas and Elementary school classrooms without sinks.
- We provide hand sanitizers throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able.
- We have signage near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizer are permitted to wash their hands with soap and water.

Oswego City School District also provides the following:

- Facilities and supplies for hand washing including soap and water;
- Paper towels and touch free paper towel dispensers where feasible, air dryers have been disabled in all buildings;
- No-touch trash cans;
- Alcohol-based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
- Time in the schedule to allow for frequent hand washing; and
- Promotion of proper hand washing before and after meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.



All students and staff will wash hands, as follows:

- Upon entering the building and each classroom;
- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- Before and after breakfast and lunch;
- After using the bathroom;
- After helping a student with toileting;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

RESPIRATORY HYGIENE PLAN

- All students and staff should cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. Oswego City School District will provide tissues in each classroom and common areas.
- No touch open trash receptacles are available in each room and common area.
- 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.
- Students and staff should always perform hand hygiene after sneezing, coughing, and handling dirty tissues or other soiled material.

Assurance 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.

Oswego City School District defines social distancing as keeping a six-foot space between yourself and others. The district has ensured that student groupings are as static as possible by having the same group/cohort of students stay together when possible. The steps that our district is taking are listed below:

- Grades 7-12 will receive remote virtual instruction
- In grades K-6, half of each elementary school's student population will be brought back on an AA/BB schedule for Monday/Tuesday and Thursday/Friday, with Wednesday held for deep cleaning between cohorts. The elementary school day will be shortened to 8:45-1:30 to reduce seat time for students.
- Classrooms will be set up a 50% capacity with desks separated 6 feet apart to maintain social distancing between students and teachers.
- PPE is being ordered and in the event a student forgets to bring in a face mask from home, one will be provided to them.



- Students will be temperature checked before getting on buses, walkers - before they enter the school and parents that drop off –before students are released from the cars.
- All appropriate cleaning measures and PPE has been ordered.
- Oswego City School District has turned desks to face the same direction in all rooms, including staff members.
- Desks will have polycarbonate desk separators.
- Oswego City School District will open windows to improve ventilation.
- Oswego City School District will keep individual student belongings at their desks. The use of communal coatrooms will not be allowed
- Sharing of supplies and books will not be allowed.
- Desks and classrooms will be deep cleaned between cohorts of students.
- Utilize to every extend possible, digital options

RESTRICTED AREAS

Oswego City School District will restrict the use of classrooms and other places where students, faculty, and staff gather (e.g., lockers, cubbies, entryways, hallways), so that individuals can be socially distanced. We are limiting gathering in small spaces (e.g., elevators, faculty offices) by more than one individual at a time, unless all individuals in such space are wearing acceptable face coverings.

Oswego City School District will not allow any playground equipment to be used. In elementary school settings, the use of outside space will be scheduled rather than allowing multiple classes to play together. We will have students wash their hands before and after going outside and children will be kept 6 feet from other children as much as possible.

We have ensured that a distance of twelve 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.

We are canceling all public use of district facilities.

We are limiting visitors in the following ways:

- We are requiring a call to make an appointment
- We are meeting delivery persons at door for receipt of paperwork

Assurance 12. Each school and/or district reopening plans have written protocols 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.

Oswego City School District provides accommodations to students in the school community that are medically vulnerable or high-risk groups.



We provide the following options:

- For families with special needs or students who are medically fragile and may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety. Please contact the school district Special Education Dept at 315-341-2014 so we can coordinate accommodations for your child.
 - We will coordinate with:
 - school health services personnel
 - special education personnel
 - pupil personnel services and
 - administration
 - If you are choosing to not send your child to school, we will provide remote instruction (please refer to Teaching & Learning Plan section of this document for more information).

Assurance 13. Each school and/or district reopening plan has a written protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

Oswego City School District follows [OSHA COVID-19 guidance for its employees](#) along with the [guidance put forth by the CDC](#) in partnership with the Oswego County Department of Health. Oswego City School District is ensuring we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department. The following PPE has been ordered:

- Masks for adults and students
- Clear masks
- N-95 respirators
- Nitrile gloves
- Face shields
- Gowns for nursing and support staff where needed
- Aprons for food service staff
- Polycarbonate dividers for desks.
- Hand sanitizers

Oswego City School District requires all individuals in school facilities and on school grounds to put on a face covering if another person unexpectedly cannot socially distance. All students and staff members must wear cloth face coverings:

- Whenever they are within 6 feet of someone in hallways;
- In restrooms;
- In other congregate settings, including buses.
- On elevators or other small areas where social distancing is not possible.



Oswego City School District will provide acceptable face coverings to employees (and students if they forget their own) and we have an adequate supply.

Oswego City School District does allow employees to wear their own acceptable face covering. For employees with healthcare provider documentation stating they are not medically able to tolerate face covering, they are asked to make arrangements with the Executive Director of Secondary Education and Personnel.

Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Masks will not be required while students are eating or during mask breaks scheduled by the teachers.

Mask breaks will be scheduled by the principal and communicated to teachers and staff as appropriate.

Face coverings should not be placed on:

- Children younger than 2 years old;
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Oswego City School District provides instructions to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face covering;
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Signage will be present at all entrances, hallways and on our website.

Please note: Students and staff may use alternate PPE (i.e., face coverings that are transparent at or around the mouth) for instruction or interventions that require visualization of the movement of the lips and/or mouths (e.g., speech therapy). These alternate coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the staff member. (Please refer to PPE ordered information above)

Assurance 14. Each school and/or district reopening plan has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks.

Oswego City School District will ensure that we have adequate supplies of PPE by working through cooperative purchases through our BOCES and collaborating with our local health department. (Please refer to PPE ordered information above)



Assurance 15. Each school and/or district reopening plan has written protocols for actions to be taken if there is a confirmed case of COVID-19 in the school.

Oswego City School District requires students and staff with symptoms of illness to be sent to the health office at each building. School nurses will be available to assess individuals.

If a school nurse is not available, the principal will isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that are not explained by a chronic health condition for follow up with a health care provider. Oswego City School District follows Education Law § 906, which provides whenever. . . a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law⁷.

Effective February 1, 2020, the 2019-Novel Coronavirus was added to the Public Health Law as a significant threat to the public health, and the NYS Commissioner of Health designated 2019-Novel Coronavirus as a communicable disease under 10 NYCRR Section 2.1 direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Oswego City School District requires school staff immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports are made in compliance with FERPA, and Education Law 2-d.

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

Oswego City School District will also take the following steps when necessary:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, we will wait as long as possible;
- We will clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Oswego City School District refers to the NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
- If a separate room is not available, Oswego City School District will ensure that person keeps at least a 6-foot distance between ill students. If they cannot be isolated in a separate room from others, we will provide a facemask (e.g., cloth or surgical mask) to the student if the ill person can tolerate wearing it and does not have difficulty breathing,



To prevent the possible transmission of the virus to others while waiting for transportation home. The following steps will be taken:

- Students should be escorted from isolation area to the parent/guardian;
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center;
- Symptomatic students or staff members will follow CDC's Stay Home When You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, Oswego City School District will call 911 and notify the operator that the person may have COVID-19;
- Oswego City School District staff is aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 which is a serious condition associated with COVID-19 in children and youth.
- Employees will notify the parent/guardian if their child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
 - Fever of 100 or chills
 - 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
 - New loss of taste of smell

Staff must call for emergency transport (911 per district policies):

7520 Accidents and Medical Emergencies

7521 Students with Life Threatening Health Conditions

for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- trouble breathing
- pain or pressure in the chest that does not go away
- new confusion
- inability to wake or stay awake
- bluish lips or face
- severe abdominal pain



If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee should notify the local health department to determine what steps are needed for the school community.

RETURN TO SCHOOL AFTER ILLNESS

Oswego City School District follows CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have 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 three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

COVID-19 TESTING

Oswego City School District complies with CDC guidance and we do not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

Appended below are some of the county COVID-19 testing sites. This is a fluid list that is subject to change. Please refer to the County Health Department website for the most updated COVID-19 testing locations at https://health.oswegocounty.com/information/2019_novel_coronavirus/index.php

COVID-19 TESTING SITES IN OSWEGO COUNTY

OSWEGO HEALTH

Address: 110 West 6th St. Oswego, NY 13126

Phone #: 315-326-3599

How to schedule: Call from 8am to 4:30pm M – F

Testing Hours: Monday, Tuesday, Friday 7:30am – 11:30am

Who will be tested: All who have a physician's order



COVID-19 TESTING SITES IN OSWEGO COUNTY

PULASKI URGENT CARE

Address: 3858 NY – 13, Pulaski, NY 13142

Phone #: 315-298-2273

How to schedule: Call in the morning to acquire a “slot”

Testing Hours: 8am to 5pm M – F and 8am to 2pm Saturday and Sunday

Who will be tested: Any Oswego County resident who meets the NYSDOH testing guidelines. Anyone that lives outside of Oswego County are asked to contact their primary care providers or their local health department.

WELLNOW URGENT CARE

Address: 200 E 1st St. Oswego, NY 13126

Phone #: 315-207-7391

How to schedule: By appointment or walk-in

Testing Hours: Daily from 8am to 8pm

Who will be tested: Anyone who meets the NYSDOH testing guidelines.

****Please note that the health department does not authorize or schedule testing****

It should be noted, the County Health Department does not authorize or schedule testing. The County Health department will continue to keep their COVID 19 hotline available through September. The Hotline number is: 315-349-3330.

CONTACT TRACING

Oswego City School District cooperates with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Keeping a log of any visitors which includes date, time and where in the school they visited;
- Assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
- Maintaining confidentiality as required by federal and state laws and regulations.

School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.



Assurance 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 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.

The district collaborates with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The District may choose to modify operations prior to closing to help mitigate a rise in cases.

The District will consult our medical director and/or the local department of health when making such decisions.

Assurance 17. Each school and/or district reopening plan has written protocol to clean and disinfect schools following CDC guidance.

Oswego City School District follows the CDC provides Reopening Guidance for Cleaning and Disinfection with specific guidance for schools along with the Cleaning and Disinfection Decision Tool to aid in determining what level of cleaning and/or disinfection is necessary.

Oswego City School District cleaning includes classrooms, restrooms, cafeterias, libraries, playgrounds, and busses.

To help with cleaning and disinfection Oswego City School District will perform the following:

- Keep accurate attendance records of students and staff members;
- Ensuring student schedules are up to date;
- Perform normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure;
- Provide disinfection using US Environmental Protection Agency (EPA)-approved disinfectants against COVID-19.
- Provide frequent disinfection of surfaces and objects touched by multiple people;
- We will keep all disinfectants out of the reach of children;
- Oswego City School District will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area (Please refer to the Facilities Plan for detailed schedule of facility cleaning).



Oswego City School District will clean high touch surfaces frequently throughout the day. Examples of high touch surfaces include:

- Tables;
- Doorknobs;
- Light switches;
- Countertops;
- Handles;
- Desks;
- Phones;
- Keyboards and tablets;
- Toilets and restrooms; and
- Faucets and sinks.

Students should not be present when disinfectants are in use and should not participate in cleaning and/or disinfection activities.

Air filters will be changed out periodically by facilities based upon their rotation schedule.

Musical instruments will not be shared. If there is a necessity to share an instrument, they will be disinfected by the band teachers in between use.

Oswego City School District cleans playgrounds per CDC guidance:

- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely
- Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

SCHOOL HEALTH OFFICE CLEANING

School health office cleaning must occur after each use of:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) should be cleaned following manufacturer's directions.

Disposable items should be used as much as possible including:

- Disposable pillow protectors; or
- Disposable thermometers, or disposable thermometer sheaths or probes, and disposable otoscope specula.

Refer to the Facilities plan for detailed schedule of facility cleaning.



Assurance 18. Each school and/or district reopening plan has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons. Modifications to evacuation drill protocols may include, but are not limited to:

Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and if schools re-open with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, schools must be certain that all students are receiving instruction in emergency procedures, and participating in drills. Modifications to Lockdown Drills may include, but are not limited to:

The district will continue to conduct all required safety drills as follows:

- Conduct lockdown drills in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing and ensure all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding/sheltering” but provide an overview of how to shelter or hide in the classroom.

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.

Assurance 19. Each school and/or district reopening plan has a written plan for district/school run before and aftercare programs (or, for charter schools, as required by the school’s charter).

- All before and after school directors will be required to adhere to all district, DOH and CDC guidelines pertaining to COVID-19.

Assurance 20. Each school and/or district reopening plan must designate 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 district has selected Dr. Robert Duffey (Director of Student Services and Christina Chamberlain, Oswego City School District OCSD Health Services Coordinator, to share in this role of safety coordinator).



FACILITIES

Assurance 1. Each school and/or district reopening plan which include changes or additions to facilities must comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code and submit all changes to OFF.

PHYSICAL DISTANCING:

- The district will remove and store all extraneous furniture and equipment from classrooms so that student desks can be spaced six feet apart.
- The use of large gathering spaces will be limited to discourage lingering and socializing after meetings. Virtual meetings will be encouraged.
- All break rooms with communal appliances will not be used.
- The District will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals are wearing acceptable face coverings or are members of the same household.
- However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
- Social distancing markers will be posted using tape or signs to denote the 6 ft. spacing in commonly used areas such as health screening stations or reception areas.
- At any time if staff are less than six foot in proximity from one another a face mask is required.
- Area for pickups and deliveries will be marked to limit contact to the extent possible. If social distancing cannot be maintained, or deliveries need to be brought into a building, then the delivery personnel will be screened with the COVID-19 questions and must sign in for contact tracing.
- Elementary cubbies will not be used. Coats will be stored on the back of student desks. Workstations will not be shared. If this is not practical, then the workstation will be sanitized between use.
- Elementary classrooms will be deep cleaned prior to the next cohort's use.
- All public use of facilities is cancelled.
- The facilities department will continue to comply with all requirements of the State Uniform Fire Prevention and Building Code and the State Energy Conservation code. If any substantive changes are made to building space the district will seek and obtain approval from the office of Facilities Planning at NYS Education.

CLEANING:

Initiatives taken by the district to clean/disinfect the school (consistently) include:

- Providing staff with a list of chemicals that will be used district-wide
- Re-enforcing to use only district approved chemicals
- Establishing and communicating any changes to building cleaning schedules (i.e. daily routine, disinfection of common high touch surfaces). High touch surfaces could include (not an all-inclusive list):



- Doorknobs
- Light switches
- Handrails
- Faucet handles
- Drinking fountains
- Touch screens/phones/tablets
- Copier controls

It should be noted, cleaning logs will be maintained by all custodial staff.

SPECIFIC CLEANING:

Classrooms

- Teachers may be responsible for general cleaning within the classroom and should be provided with appropriate cleaning supplies
- Teachers will be sure to keep cleaning supplies out of reach of children
- The district will implement a schedule (at least daily) for cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between use.
- Scheduled cleanings in the late morning and early afternoon will be completed to ensure adequate contact time for disinfection
- To facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff will be responsible for heavier cleaning and disinfecting within classrooms

CLEANLINESS AND DISINFECTION STANDARDS

This section outlines the process and expectations following an extended school closure for the continued levels of cleanliness and disinfection required to meet federal and state mandates.

Classroom

- Staff will clean and disinfect high touch surfaces (these include but are not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied, and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped



- Wipe clean: Tables, furniture, and counter tops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Restrooms and Locker Rooms

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied, and trash removed from the room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Common Areas (Hallways)

- Clean and disinfect high touch surfaces (but not limited to):
 - Drinking Fountains
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Handrails
 - Buttons on vending machines



- All trash receptacles emptied, and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked

Nurses Office including Isolation rooms

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
 - Classroom desks and chairs
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied, and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture, and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)



Clerical/Admin Offices

- Clean and disinfect high touch surfaces:
 - Door handles and push plates
 - Bathroom faucets
 - Light switches
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- All trash receptacles emptied, and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture, and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Athletic Areas

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
 - Handles on equipment (e.g., athletic equipment)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates
 - Light switches
 - Shared telephones
 - Shared desktops



- All trash receptacles emptied, and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture, and counter tops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

Restrooms

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces:
 - Sinks
 - Faucets
 - Soap dispensers
 - Drinking Fountains
 - Door handles and push plates
 - Light switches
 - Handrails
- All trash receptacles emptied, and trash removed from room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)



Training:

The cleaning & maintenance staff will have the following training:

- Hazard Communication/Right to Know (annual)
- Training on PPE
 - Disposable gloves
 - Face Covering
 - Face Shield (if required)
 - Respirator (SDS)
 - Gown/Apron (if applicable)
- Exposure Control/Blood Borne Pathogens
- Continue all mandated trainings as required by SED
- COVID-19 Awareness
 - Operating procedures
 - New cleaning protocols, proper techniques
 - Hand washing
 - Face coverings (size, use, wear, and care)
 - Personal Health & Hygiene
 - Respiratory etiquette
 - Special working conditions with face covering
 - Signs and symptoms of COVID-19
 - Follow all CDC guidelines for Cleaning and disinfecting the facilities outlined at:

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

For additional cleaning procedures, please refer to the Standard Operating Procedures at the end of this section.

Assurance 2. Each school and/or district reopening plan must ensure compliance with the 2020 Building Condition Survey and Visual Inspection, where applicable.

- Under the new statute, districts must conduct Building Condition Surveys (BCS) on a staggered schedule as assigned by the Commissioner in calendar years 2020 through 2024, and every five years on that same five-year cycle thereafter. To develop the schedule, NYSED created five groupings within each of the State's Labor Market Regions (LMR). One for each year. Data regarding the number of instructional buildings per district was used to equally distribute the number of buildings to be surveyed in each BCS cohort year.
- Data from the 2015 Building Condition Survey was used to assign groups with the highest number of buildings identified as 'poor' or 'unsatisfactory' to BCS cohort years 2020 and 2021.
- The Oswego City School District is part of the 2022 Cohort.
- For 2020 and 2021 Annual Visual inspections are required.
- The district has completed the AVI inspections for 2020.



Assurance 3. Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYSDOH regulation 67-4.

- The district will participate in all Lead Testing requirements as required by NYSDOH procedures including:
 - Doing Lead testing when the building has been in use, not during a closure
 - Letting water run before sampling
 - Testing all potable water sources in the district
 - Using reputable testing agencies
 - Taking units with high lead levels offline and remediate
 - Post results on the district website

Assurance 4. Each school and/or district reopening plan must ensure all existing and new Alcohol-based Hand-Rub Dispensers which are installed in any locations are in accordance with FCNYS 2020 Section 5705.5.

- The district is complying with all guidance regarding the use of hand sanitizers in the buildings. While most of our elementary classrooms have sinks and soap dispensers all do not. Where sinks are not available, hand sanitizers will be installed in those classrooms to be used for hand washing. The district is using no touch hand sanitizer dispensers with the approved alcohol-based hand sanitizer solutions.

Assurance 5. Each school and/or district reopening plan which includes the installation of dividers in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors, and other points of congregation will ensure the submission of detailed floor plans to OFP for review.

- All large space gatherings such as libraries, cafeterias, auditoriums, gymnasiums, and other points of congregation will not be used unless absolutely necessary. In the event these spaces are used for anything other than their intended purpose, the district will ensure the submission of detailed floor plans to
- OFP for review. Classroom desks will be spaced six feet apart. Polycarbonate three sided shields will be installed on all desk to allow for anytime a mask may be removed to prevent air borne spray. (i.e. breakfast and lunch or mask breaks)

Assurance 6. Each school and/or district reopening plan must ensure that all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

- The district is using a hybrid approach to instruction and therefore does anticipate any new building construction, other than what has been previously approved by SED and the office of Facility Planning. In the event that our model changes and additional space will be needed, all new building construction and temporary quarter projects will be submitted to OFP for a full code review.

Assurance 7. Each school and/or district reopening plan which includes new facilities for leasing must provide a plan to consult with OFP for a preliminary evaluation.

- The district is using a hybrid approach to instruction and therefore does not need to lease any facility to accommodate social distancing in the classrooms. Desks will be spaced apart according to SED guidelines and all appropriate PPE will be utilized for student and staff safety. In the event that our model changes and additional space will be needed, the facilities plan will be reviewed with the OFP.



Assurance 8. Each school and/or district reopening plan which includes the temporary or permanent use of Tents must provide plans adhering to the BCNYS.

- The district is using a hybrid approach to instruction and therefore has no intention of using temporary or permanent tents to accommodate social distancing in the classrooms. Desks will be spaced apart according to SED guidelines and all appropriate PPE will be utilized for student and staff safety. In the event that our model changes and the district decides temporary or permanent tents will be needed, the district will ensure that plans adhere to the BCNYS.

Assurance 9. Each school and/or district reopening plan must ensure that the existing or altered number of toilet and sink fixtures meet the minimum standards of the BCNYS.

- The District will be compliant with all required spaces and the number of sinks and toilet fixtures as required by the BCNYS.

Assurance 10. Each school and/or district reopening plan must ensure that each building provides one drinking fountain per one hundred occupants or provide a written plan for a reasonable alternate source of drinking water.

- The district does have some bottle fillers in lieu of drinking fountains. The remaining drinking fountains will be retrofitted to install spigots for bottle filling only, to prevent the spread of COVID-19. The district will ensure that the appropriate numbers of drinking fountains is available per 100 occupants.

Assurance 11. Each school and/or district reopening plan must provide written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.

- The District's HVAC uses univents to circulate outside air in the buildings. The district will increase ventilation with outdoor air to the greatest extent possible by opening windows and doors while maintaining health and safety protocols. The district will upgrade their air filters to a Merv 7 filter to allow for maximum air flow.

Assurance 12. Each school and/or district reopening plan must ensure that all project submissions only dedicated to "COVID-19 Reopening" will be labeled as such.

- The district will ensure that district reopening plans that affect or alter facilities will be labeled "COVID-19 Reopening"

Assurance 13. Each school and/or district reopening plan which includes the use of plastic separators must comply with the 2020 BCNYS Section 2606.

- The district will purchase polycarbonate desk panels meeting all specifications of the building code requirements. These will be sanitized in between cohort use, or if the need arises due to illness.



STANDARD OPERATING PROCEDURE INFORMATION

DEPARTMENT: CUSTODIAL – MAINTENANCE

Specific Training for Department

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)
- Respirator Training (If required)
- COVID-19 Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering
- Face Shield (if required)
- Respirator (SDS)
- Gown/Apron (if applicable)

Roles and Responsibilities

Supervisor

- Create weekly/bi-weekly plans per guidance
- Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- Conduct a facility walkthrough to ensure that the classrooms, offices, common spaces, and the exterior are ready for staff and students
- Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- Provide ongoing communication and feedback to staff on a weekly basis
- Participate in planning meetings as needed



Cleaning & Maintenance Staff

- Maintain social distancing as much as possible
- Wear face coverings where other social distancing measures are difficult to maintain
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Follow US CDS Guidelines for Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- 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% ethanol or 70% isopropyl alcohol.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (i.e., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility
- Take steps to ensure that all water systems and features (i.e., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water

School Visitors

- Limit nonessential visitors to all school buildings, including district offices and transportation facilities
- 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
- Screen before entry to the building
- Restrict outside usage of building (all outside groups, recreational sports)

Waste and Laundering

Laundry for clothing (uniforms), towels, linens and other items

- Cloth materials (e.g., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away



Cleaning/Disinfecting Protocols

General Cleaning

- Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols
- and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency)
- Clean surfaces using soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keep surfaces wet for the entire contact time (see product label)
 - Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
 - Diluted bleach solutions may also be used if appropriate for the surface
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
 - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser
 - Leave bleach solution on the surface for at least 1 minute
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

General Classrooms

- Teachers may be responsible for general cleaning within the classrooms and should be provided with appropriate cleaning supplies
- Janitorial staff should be responsible for heavier cleaning and disinfecting within classrooms
- Frequency of room cleaning should be greater than the regular cleaning schedule/rotation



CHILD NUTRITION

Assurance 1. Each school and/or district reopening plan must provide all students enrolled in the SFA with access to school meals each school day. This must include students in attendance at school and students learning remotely.

The district recognizes that students cannot focus on learning when they are hungry. Students enrolled in the free and reduced school lunch program will still receive both breakfast and lunch. Parents or Guardians that pay for their child's food can continue to do so through the Heartland system, MySchoolBucks.. This is a change from the process of distributing food during the closure last year, as the district was under different guidelines from Child Nutrition which allowed for a summer meal pattern where all students could be fed free of charge.

Elementary students in attendance will have food brought to their classrooms while school is in session. Prewrapped utensils with napkins as well as condiments provided will be for single use. Students that are opting for remote online instruction, will be able to pick up their free and reduced breakfast and lunches at established meal pickup site(s). Students or parents picking up food will be required to provide their student's corresponding food service barcode ID number.

Preorder menu forms will be distributed to all in and out of school students. The food service menu will be limited to the daily offering and one substitute. There will no longer be choice availability of food or the purchase of ala carte items, such as ice cream.

No money should be sent in for a payment on a student's lunch account. Parents are advised to use the Heartland payment system, MYSchoolBucks. For more information on this payment processing system, please contact the Food Service department at 315-341-2022.

Oswego City School District's plan for child nutrition includes:

- Students in attendance at school; and students learning remotely.
- Meets all applicable health and safety guidelines
- Includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria
- Includes 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.
- Includes protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.
- Ensures compliance with Child Nutrition Program requirements.
- Includes protocols that describe communication with families through multiple means in the languages spoken by families.

For specific cleaning procedures refer to the Standard Operating Procedures at the end of this section.



Assurance 2. Each school and/or district reopening plan must address all applicable health and safety guidelines.

All Child Nutrition and Department of Health (DOH) guidelines will be followed. Food service staff are required to wear masks, gloves, and aprons and shields if requested or deemed necessary. PPE must be changed out when contaminated and disposed of properly. Social distancing between staff is required. All food service staff will be temperature checked upon entering the building. Following district protocols, anyone with a temperature of 100 or above will be sent home. Staff will be instructed on proper hand hygiene protocol. Cloth materials used or worn must be washed and dried on the highest temperature setting for the fabric.

The Food Service staff will have the following training:

- Hazard Communication/Right to Know (annual)
- Training on PPE
- Exposure Control/Blood Borne Pathogens
- COVID-19 Awareness
 - New cleaning protocols
 - Hand washing
 - Face coverings (size, use, wear, and care)
 - Personal Health & Hygiene
 - Respiratory etiquette
 - Special working conditions with face covering
 - Signs and symptoms of COVID-19

Assurance 3. Each school and/or district reopening plan includes measures to protect students with food allergies if providing meals in spaces outside the cafeteria.

All Elementary student meals will be eaten in their classrooms. To protect students with allergies, rosters will be given to each elementary classroom teacher that lists student allergies in their home room. Sharing of food and beverages is prohibited. Letters will go home to parents that list food items not to be sent with their child due to classroom allergies, for those that bring lunch. Students will be instructed on hand hygiene protocols and frequent hand washing will be encouraged.

The district will not be allowing food to be brought in for parties, or events as this would require more resources for sanitation and cleaning.

Common space areas will be closed off when possible.



Assurance 4. Each school and/or district reopening plan must include 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.

The majority of Elementary classrooms have functional sinks with soap dispensers and paper towels to allow for hand washing before or after a meal. Hand sanitizing dispensers will be installed in classrooms with no sinks. Students will be allowed to wash their hands before and after breakfast and lunch. Masks will not be worn while students are eating or during mask breaks. To prevent the spread of COVID-19 during this time, the district will provide 3-sided polycarbonate desk shields for each student desk. After food has been eaten, children will be required to put their mask back on.

Posters will be provided for all classrooms and throughout the schools to promote proper handwashing and how to prevent the spread of COVID-19. Teachers will instruct student on proper hand washing techniques. Students will also be shown age appropriate videos on handwashing and preventing the spread of COVID-19.

Students will be instructed that food and beverage sharing is prohibited.

Assurance 5. Each school and/or district reopening plan must include protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area.

Classrooms will be provided with general cleaning supplies for disinfecting of desks after breakfast and lunch. Students will not participate or be in the proximity of their desks during cleaning. Doors in the classroom will remain open during the day to minimize the frequent touching of door handles. Custodial staff will be responsible for heavier cleaning in the buildings including bathrooms. Only district approved cleaning supplies may be used in schools. All high touch surfaces will be routinely cleaned and disinfected per NYSDOH and CDC guidelines. Desks will be spaced six feet apart to promote physical distancing including:

- Tape on floors
- Signage
- Increase table spacing, remove tables, mark tables as closed, or provide a physical barrier between tables.

Assurance 6. Each school and/or district reopening plan must ensure compliance with Child Nutrition Program requirements (if the school is its own SFA – for charter schools that are part of a district’s SFA, the plan must ensure communication with the district regarding food serve requirements).



The district will adhere to all Child Nutrition program requirements including:

- Ensure meals meet meal pattern requirements, including sodium content and whole grain requirements.
- Production records must be completed for each meal
- Develop meal counting procedures for meals served outside of the cafeteria.
- Documented requests for children with special dietary needs (e.g., food allergies) must be accommodated
- Distributing and processing of Free and Reduced lunch applications
- Proper hand hygiene will be promoted and sharing of food is prohibited
- All National, State and Local health and safety guidelines considered

Assurance 7. Each school and/or district reopening plan must include protocols that describe communication with families through multiple means in the languages spoken by families.

The district will provide communication to families via website, social media, emails, ro-bo calls, newsletters, surveys and ensure communications are translated into the languages spoken by families in the district. The district will provide a document on Frequently asked Questions, which will be posted on their website along with the district plan.

Assurance 8. Each school and/or district reopening plan must require that students' social distance (six feet separation) while consuming meals in school unless a physical barrier is provided.

The cafeteria and common areas will be closed off during the pandemic and in compliance with guidelines. Only ½ of all Elementary children will be attending school at any given time. All meal will be consumed in classrooms where desks will be spaced six feet apart per social distancing guidelines. Approved desk barriers will be provided for student desks due to students having breakfast or lunch and mask breaks.





STANDARD OPERATING PROCEDURE

DEPARTMENT: FOOD SERVICE/KITCHEN WITHOUT STUDENTS

Training Department Specific

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)
- Respirator Training (If required)
- COVID-19 Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Gloves
- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks, gloves, and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

When staff find that gloves, hand sanitizer, or face coverings/masks are not available, they should alert their direct supervisor or administrator immediately.

Roles and Responsibilities

Supervisor

- Create weekly/bi-weekly plans per guidance
- Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- Provide ongoing communication to staff and feedback to staff on a weekly basis
- Participate in planning meetings as needed



Food Service Staff

- Maintain social distancing as much as possible
- Wear face coverings at all times unless the employee is not in the food preparation area or in the serving area
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Follow US CDC Guidelines for Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- 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% or 70% isopropyl alcohol

PROCEDURES TO CONSIDER

Communication

- Posting signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering

Physical/Social Distancing in a kitchen/cafeteria setting

- If Social distancing practices are required/recommended, work with Administration to establish areas on campus where social distancing will be most effective and use only Facility Department authorized products to provide visual cues for spacing
- Try to distance tables so that one table is at least 6 feet from another table
- If tables cannot be moved, consider putting signage on every other table, marking them as “PHYSICAL DISTANCE TABLE” or “RESERVED FOR YOUR SAFETY”. Consider compliant partitions (at least 5 feet tall) between tables as an alternative
- Suspending use of common areas

Facility Considerations

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (i.e., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water



Cafeteria

- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol (for staff and older children who can safely use hand sanitizer), tissues, wipes, and no-touch trash cans throughout the area
- Ensure adequate PPE is available: If reusable face masks & gloves are used, ensure staff are trained in proper sizing, fitting, use and decontamination procedures. Determine what equipment is shared for all areas of operations to develop disinfection protocols
- Determine any new cleaning products/protocols and decide how many times per day high touch areas will be disinfected (and the product to use)
- Close communal use spaces such as cafeterias if possible
- Ensure adequate cleaning and disinfection of tables between each use
- Avoid sharing of foods and utensils
- Provide reminders about the importance of not sharing utensils, food or drinks
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal
- Restrict access to vending machines

Food Preparation Areas and Contact Surfaces

- If possible, minimize shared workspaces
- Consider dedicating employees to certain tasks, at separate workstations, for the task duration
- Place adhesive floor mats at entrances and at the entrances of food preparation areas
- Cover any exposed clean silverware, dishes, glasses, pots and pans
- Provide silverware wrapped or covered at the table
- Consider providing pre-packaged condiments
- Use disposable napkins and tablecloths wherever possible
- Only use cloth tablecloths if they are changed for each use and properly laundered after each use

Waste and Laundering

Single-use items and used disinfection materials can and/or will be treated as regular waste, following food safety guidelines.

Laundry for clothing, towels, linens and other items

- Cloth materials (i.e., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA registered household disinfectant
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away



Things to also consider furthering minimize exposure

- Prevent people from self-serving food items
- Napkins and silverware are provided directly by staff, not for individuals to grab
- Disposable trays and silverware, if possible use reusable utensils
- Engineering controls such as sneeze guards are in place in the cafeteria (if applicable)
- Put tape marks on the floor six feet apart to promote social distancing while waiting in line
- Prohibit or limit food-sharing activities
- Faculty dining – discontinue sharing of small appliances
- Discontinue potlucks and food sharing
- Install shields at the register in the serving line to protect the cashier (if practicable)
- Remove shared small appliances in cafeterias (if possible)
- No shared condiments
- Label bagged lunches
- Consider planning measures for food delivery on carts to classrooms
- Consider not using cash for purchases
- Consider discontinuing the use of drinking fountains by providing disposable cups and identifying other, safe and approved, water sources

CLEANING/DISINFECTING PROTOCOLS

General Cleaning

- Review cleaning protocols for cafeteria furniture, meal preparation and serving areas, point-of-sale transactions and dishes/utensils and update accordingly
- Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency). Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection
- Clean surfaces using a cleaner or soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- Clean the area or item with soap and water or another detergent. Replace the cleaning agent frequently. Then, use disinfectant
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:



- Keep surfaces wet for the entire contact time (see product label)
- Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
- Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser
- Leave bleach solution on the surface for at least 1 minute
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

Cleaning Daily Cafeteria/Kitchens

- Consider establishing a single staff position whose responsibility is to disinfect. This person should be continuously cleaning and visible to customers
- Each table, chairs (as possible), and partitions should be disinfected after each customer. Clean and disinfect all food preparation areas (at least once daily)
 - Clean and disinfect high touch surfaces including but not limited to:
 - Handles on equipment (faucets, ovens, mixers)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates
 - Light switches
 - Shared equipment (telephone, desktops, cash register, computer keyboards and mice). Please make sure appropriate cleaning methods and products are used for these types of equipment
 - All trash receptacles emptied and trash removed from area
- Floors fully mopped
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Clean/Disinfect sink and toilet area if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian)



Electronics

- Place wipeable covers on electronics
- Follow manufacturer's instructions for cleaning and disinfecting. If there is no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
- Dry surface thoroughly

Enhanced Cleaning Practices

- Establish a disinfection routine
 - Ensure disinfection protocols follow product instructions for application and contact time
 - Consider establishing a single staff position whose responsibility is to disinfect.
 - This person should be continuously cleaning and visible to customers
 - Each table, chairs (as possible), and partitions should be disinfected after each customer
 - Clean HVAC intakes daily
 - Use a checklist or audit system to track how often cleaning is conducted
 - Apron, towels, work clothing, etc. should be placed in trash bags and treated as potentially contaminated and laundered per recommendations above





STANDARD OPERATING PROCEDURE

DEPARTMENT: FOOD SERVICE/KITCHEN WITH STUDENTS

Training Department Specific

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Blood borne Pathogen (BBP)
- Respirator Training (If required)
- COVID-19 Awareness
 - New cleaning Protocols
 - Hand washing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Respiratory Etiquette
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Gloves
- Face Covering/Mask
- Face Shield (if applicable)

Face coverings/masks, gloves, and hand sanitizer are available for you to use while you are in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

If you find that gloves, hand sanitizer, or face coverings/masks are not available, please alert your direct supervisor or administrator immediately.

Roles and Responsibilities

Supervisor

- Create weekly/bi-weekly plans per guidance
- Inventory necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease
- Provide training to staff members on operating procedures, proper cleaning techniques, proper use of chemicals and personal protective equipment
- Provide ongoing communication to staff and feedback to staff on a weekly basis
- Participate in planning meetings as needed



Food Service Staff

- Maintain social distancing as much as possible
- Wear face coverings at all times unless the employee is not in the food preparation area or in the serving area
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- Follow US CDC Guidelines for Cleaning and Disinfecting Your Facility
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- 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 or 70% isopropyl alcohol

PROCEDURES TO CONSIDER

Communication

- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering

Physical/Social Distancing in a kitchen/cafeteria setting

- If Social distancing practices are required/recommended, work with Administration to establish areas on campus where social distancing will be most effective and use only Facility Department authorized products to provide visual cues for spacing
- Try to distance tables so that one table is at least 6 feet from another table
- If tables cannot be moved, consider putting signage on every other table, marking them as “PHYSICAL DISTANCE TABLE” or “RESERVED FOR YOUR SAFETY”. Consider compliant partitions (at least 5 feet tall) between tables as an alternative
- Avoid student mixing outside of the classroom
 - Lunch in class rather than in lunchroom (consider larger garbage receptacles for classrooms)
 - Explore the use of alternate spaces (e.g., classroom) for eating lunch and breakfast. If alternate spaces are not available, ensure classroom groups sit together in lunchrooms
- Suspending use of common areas
- If common areas cannot be closed, consider segregating students within common areas

Facility Considerations

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (i.e., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water



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- Determine any new cleaning products/protocols and decide how many times per day high touch areas will be disinfected (and the product to use)
- Close communal use spaces such as cafeterias if possible
- Ensure adequate cleaning and disinfection of tables between each use
- Avoid sharing of foods and utensils
- Provide reminders about the importance of not sharing utensils, food or drinks
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal
- Restrict access to vending machines

Food Preparation Areas and Contact Surfaces

- If possible, minimize shared workspaces
- Consider dedicating employees to certain tasks, at separate workstations, for the task duration
- Place adhesive floor mats at entrances and at the entrances of food preparation areas
- Cover any exposed clean silverware, dishes, glasses, pots and pans
- Provide silverware wrapped or covered at the table
- Consider providing pre-packaged condiments
- Use disposable napkins and tablecloths wherever possible
- Only use cloth tablecloths if they are changed for each use and properly laundered after each use

Waste and Laundering

Single-use items and used disinfection materials can be treated as regular waste, following food safety guidelines.

Laundry for clothing, towels, linens and other items

- Cloth materials (i.e., linens, aprons, etc.) should be washed and dried on the highest temperature setting allowable for the fabric
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered household disinfectant
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away



Things to also consider furthering minimize exposure

- Prevent people from self-serving food items
- Napkins and silverware are provided directly by staff, not for individuals to grab
- Disposable trays and silverware, if possible use reusable utensils
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- Put tape marks on the floor six feet apart to promote social distancing while waiting in line
- Prohibit or limit food-sharing activities
- Faculty dining – discontinue sharing of small appliances
- Discontinue pot lucks and food sharing
- Install shields at the register in the serving line to protect the cashier (if practicable)
- Remove shared small appliances in cafeterias (if possible)
- No shared condiments
- Label bagged lunches
- Consider planning measures for food delivery on carts to classrooms
- Consider not using cash for purchases
- Consider discontinuing the use of drinking fountains by providing disposable cups and identifying other, safe and approved, water sources

CLEANING/DISINFECTING PROTOCOLS

General Cleaning

- Review cleaning protocols for cafeteria furniture, meal preparation and serving areas, point-of-sale transactions and dishes/utensils and update accordingly
- Ensure all cleaning staff have been trained on any new PPE, cleaning products and techniques
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure the facility has been cleaned/disinfected as per current NYSDOH/CDC protocols and that all high touch surfaces are routinely cleaned/disinfected (document and define frequency). Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection
- Clean surfaces using a cleaner or soap and water. Practice routine cleaning of frequently-touched surfaces

General Disinfecting

- Clean the area or item with soap and water or another detergent. Replace the cleaning agent frequently. Then, use disinfectant
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:



- Keep surfaces wet for the entire contact time (see product label)
- Precautions such as wearing proper PPE and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
- Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix bleach with ammonia or any other cleanser
- Leave bleach solution on the surface for at least 1 minute

Cleaning Daily Cafeteria/Kitchens

- Consider establishing a single staff position whose responsibility is to disinfect. This person should be continuously cleaning and visible to customers
- Each table, chairs (as possible), and partitions should be disinfected after each customer. Clean and disinfect all food preparation areas (at least once daily)
 - Clean and disinfect high touch surfaces including but not limited to:
 - Handles on equipment (faucets, ovens, mixers)
 - Drinking fountains
 - Ice Machines
 - Door handles and push plates
 - Light switches
 - Shared equipment (telephone, desktops, cash register, computer keyboards and mice). Please make sure appropriate cleaning methods and products are used for these types of equipment
 - All trash receptacles emptied and trash removed from area
- Floors fully mopped
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Clean/Disinfect sink and toilet area if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian)



Electronics

- Place wipeable covers on electronics
- Follow manufacturer's instructions for cleaning and disinfecting. If there is no guidance, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol
- Dry surface thoroughly

Enhanced Cleaning Practices

- Establish a disinfection routine
 - Ensure disinfection protocols follow product instructions for application and contact time
 - Consider establishing a single staff position whose responsibility is to disinfect.
 - This person should be continuously cleaning and visible
 - Each table, chairs (as possible), and partitions should be disinfected after each use
 - Clean HVAC intakes daily
 - Use a checklist or audit system to track how often cleaning is conducted
 - Apron, towels, work clothing, etc. should be placed in trash bags and treated as potentially contaminated and laundered per recommendations above





TRANSPORTATION

Assurance 1. Each school and/or district reopening plan must ensure 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 will be cleaned/disinfected once a day.

- All district buses will be cleaned and disinfected daily, focusing on high touch areas and in between runs if scheduled for multiple routes. At the end of the day as part of post trip procedures the entire bus will be disinfected.

Daily Cleaning will include:

- All trash removed from the bus
- Floors swept and dust mopped
- Walls and windows cleaned

High Touch Surfaces include:

- Bus Seats and seat backs
- Seat belts
- Door handles and handrails
- Driver operator area

Only approved cleaning and disinfecting materials approved by the EPA and sanctioned by the district will be allowed. Appropriate PPE must be worn to clean and disinfect buses.

Bus windows and doors should be open during the cleaning process for appropriate ventilation.

There shall be no food or beverages allowed to be consumed on the bus.

Cleaning logs of each bus will be maintained.

For specific cleaning procedures refer to the Standard Operating Procedures at the end of this section.

Assurance 2. Each school and/or district reopening plan ensures high contact spots must be wiped down after each a.m. and p.m. run depending upon the disinfection/cleaning schedule. High contact areas will be disinfected after each run per the routing schedule of each bus:

- Bus Seats and seat backs
- Seat belts
- Door handles and handrails
- Driver operator area



Assurance 3. Each school and/or district reopening plan must ensure school buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district.

- NYS has banned the use of hand sanitizers on school buses and the district will comply with this directive and the transportation department will communicate this in staff trainings.

Assurance 4. Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants do not carry personal bottles of hand sanitizer with them on school buses.

- All drivers and monitors will be instructed that no personal hand sanitizer will be allowed on a district or contract buses due to its combustible composition and potential liability to the carrier or district.

Assurance 5. Each school and/or district reopening plan will require that school bus drivers, monitors, attendants and mechanics must wear a face covering along with optional face shield.

- All transportation staff including school bus drivers, monitors, attendants, and mechanics are required to face masks. Gloves and or face shields (if allowed by NYS DOT) may also be worn but are optional.

Assurance 6. Each school and/or district reopening plan requires 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.

- As part of their annual training, drivers, monitors, attendants, mechanics, and cleaners will receive training on the size, use, wear, and care of PPE provided by the district. They will also be instructed on the signs and symptoms of COVID-19.

All transportation staff will have the following training:

- Hazard Communication/Right to Know (annual)
- Training on PPE
- Exposure Control/Blood Borne Pathogens
- COVID-19 Awareness
 - New cleaning protocols for school buses
 - Hand washing
 - Face coverings (size, use, wear, and care)
 - Personal Health & Hygiene
 - Respiratory etiquette
 - Special working conditions with face covering
 - Signs and symptoms of COVID-19
 - All other SED and DOT training will continue as required

Bus drivers will also maintain passenger logs to enable contact tracing if someone tests positive for COVID-19. Drivers will be assigned to the same route to ensure familiarity of students and to minimize groups of people mingling.



Assurance 7. Each school and/or district reopening plan requires that transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.

- The transportation department will follow density reduction protocols to maximize social distancing in the bus garage, office, and dispatch office.
 - Lounge Area will be eliminated
 - Staff will be required to enter and exit according to the marked areas.
 - Visitors to the bus garage will be allowed by appointment only.
 - COVID-19 questions before being allowed in the building; and we will
 - Cross train staff to be provide coverage for absenteeism

Assurance 8. Each school and/or district reopening plan requires that transportation departments/carriers will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.

- All required PPE will be provided by the district for all staff. Additional masks will be provided on all buses in the event a student does not have one.

Assurance 9. Each school and/or district reopening plan ensures hand sanitizer will be provided for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms and/or bus garages.

- Hand sanitizers will be provided in high traffic locations of the transportation office including dispatch offices, employee lunch/break rooms and/or bus garages.

Assurance 10. Each school and/or district reopening plan requires that drivers, monitors and attendants who must have direct physical contact with a child must wear gloves.

- The transportation department is aware that none of the practices or protocols employed on the buses for COVID-19 prevention is to interfere with a student's IEP or 504 plan. The transportation department will collaborate with the special education staff to determine best practices for face mask use, social distancing, and other safety considerations.

Medically Fragile children will be transported per any restrictions from their IEP. If able, special education students will be temperature screened prior to being getting on the bus.

The transportation department recognizes that due to medical or emotional needs special education students may not tolerate wearing a mask. In these instances, socially distancing by maintaining a six-foot separation of students on a bus is mandatory. Staff on the bus that may come in direct contact with a student is required to wear gloves.

Assurance 11. Each school and/or district reopening plan requires that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

- All district staff are required to perform a self- health assessment for symptoms of COVID-19 before coming to work. If any staff have any of the symptoms indicated below they should not come to work.



Symptoms may include:

- Fever of 100 or chills
- 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

Our staff will also be trained to look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Assurance 12. Each school and/or district reopening plan requires that students must wear a mask on a school bus if they are physically able.

- The transportation department recognizes that due to medical or emotional needs special education students may not tolerate wearing a mask. In these instances, socially distancing by maintaining a six-foot separation of students on a bus is mandatory. Staff on the bus that may come in direct contact with a student is required to wear gloves. All other students and staff on buses will be required to wear masks.

Assurance 13. Each school and/or district reopening plan ensures that students who do not have a mask will NOT be denied transportation.

- Students that arrive at the bus stop without a mask will be provided a mask by the bus monitor or aide before getting on the bus. Students refusing to wear a mask will not be denied transportation but will be physically distanced by six feet from other students or staff.

Assurance 14. Each school and/or district reopening plan requires that students who do not have masks must be provided one by the district.

- Students that do not have a mask will be provided one before entering the bus.

Assurance 15. Each school and/or district reopening plan ensures that students with a disability which would prevent them from wearing a mask will not be forced to do so or denied transportation.



- The transportation department recognizes that due to medical or emotional needs special education students may not tolerate wearing a mask. In these instances, socially distancing by maintaining a six-foot separation of students on a bus is mandatory. Staff on the bus that may come in direct contact with a student is required to wear gloves. All other students and staff on buses will be required to wear masks.

16. Each school and/or district reopening plan requires students to be trained and provided periodic reminders on the proper use of personal protective equipment and the signs and symptoms of COVID-19.

- Students will be instructed and provided reminders on the proper use of personal protective equipment such as face masks and the signs and symptoms of COVID-19.

17. Each school and/or district reopening plan requires that students will be trained and provided periodic reminders on the proper use of social distancing.

- Students will be instructed and provided reminders on the proper use of social distancing. The transportation department will put 1 student wearing a mask per seat, alternating left, and right positions on the bus. Students not wearing a mask will have to be socially distanced 6 feet from other students. Family members may sit together. Monitors and aides will be included in the calculation of people on the bus. Student seating on each bus will be clearly marked.

18. Each school and/or district reopening plan requires that if the school district is in session remotely or otherwise, pupil transportation must be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of district whose schools are meeting in conducting in-person session education when/if the district is not.

- The district will continue to provide transportation to the nonpublic, parochial schools and students with IEPs in private placement.



STANDARD OPERATING PROCEDURE

DEPARTMENT: TRANSPORTATION

Training (Office Personnel, Drivers, Mechanics, Aides)

- Hazard Communication/Right-To-Know (annual)
- Personal Protective Equipment (PPE)
- Exposure Control/Bloodborne Pathogen (BBP)
- COVID-19 Awareness
 - New cleaning Protocols (buses, transportation center)
 - Handwashing
 - Face Covering (sizing, use, wear & care)
 - Personal Health and Hygiene
 - Special working conditions with face coverings (strenuous activity)

Required Personal Protective Equipment (PPE)

- Disposable gloves
- Face Covering/Mask
- Face Shield (if applicable)

Roles and Responsibilities

Supervisor

- Ensure employees are equipped with proper Personal Protective Equipment (PPE) and protective measures to keep them safe
- Be sure employees maintain annual training requirements. Update employees on new policies and/or procedures adopted during COVID-19 pandemic
- Work with administrative team to develop policies for social distancing, density reduction, bus capacity, routing issues, cleaning and disinfection
- Enforce new policies
- Inventory and order PPE with sufficient lead time for use when schools open
- Provide access to mental health resources for transportation staff in crisis or under stress
- Review employee medical records (19a files) and accommodate (if feasible) employees with underlying medical conditions
- Regularly inspect busses and other transportation vehicles for cleanliness (document all cleanings/inspections via trackable log)
- Enforce and communicate the self-screening program for staff before coming to work
- Be prepared for a lack of drivers due to increased absences. Have a protocol established in advance to address these absences
- Provide ongoing communication and feedback to staff on a regular basis



Employees

- Self-screen before coming to work. Do not come to work if sick
- Maintain social distancing as much as possible
- Wear an appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer and your supervisor
- Wear all required Personal Protective Equipment (PPE) when cleaning and using chemicals
- 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% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles.
- Wash hands with soap and water as soon as possible

PROCEDURES TO CONSIDER

Communication

- District should emphasize to parents and students prior to reopening schools that the
- District has thoroughly disinfected all buses and student transportation vehicles
- District should communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Survey parents regarding transportation including an "opt-out" option
- Remind students/parents/guardians that social distancing requirements extend to the bus stop
- Communicate with administration multiple routing scenarios for different instructional scheduling options (split session, alternating days, hybrid option)

Density Reduction, Social Distancing, Bus Capacity

- CDC guidelines suggest creating distance between children on the school bus when possible.
 - Seat one child per row, skip rows. This results in approximately 6 students on a 66-passenger bus. (90% capacity reduction)
 - Consider these restrictions when planning transportation routes
- As a density reduction strategy, another consideration is to seat 1 student per row, all students wearing masks. (Source: National council on school facilities and cooperative strategies).
 - This results in approximately 22 students on a 66-passenger bus
- Allow siblings or those that live in the same household to sit together
- Place floor decals or tape to indicate where students should sit and to mark six-foot distances in aisles
- Sneeze guards to protect the driver
- Do not seat students directly behind the driver



- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide additional adult supervision (monitors) on buses to manage social distancing
- Students shall wear face masks (if required) while in transit when social distancing is not possible
- If applicable, have an aide take student attendance/screening on every route, every day, to and from school. The attendance sheets should be documented in writing and retained for contact tracing

Routing

- Develop multiple routing scenarios for administration to analyze different instructional scheduling options
 - Split sessions
 - Alternating days
 - Hybrid schedules – some grade levels in person learning at school buildings, other grade levels virtual remote learning
 - Utilize computerized routing programs to provide different routing scenarios and analyze cost/feasibility
- Limit rotation of substitute drivers and aides if possible
- Limit student movement between bus routes
 - Discontinue allowing students to ride different buses on different days of the week unless parent or guardian makes plausible requests (childcare, custody arrangements)
 - If possible, mirror AM and PM routes, so bus riders are the same group each day

Loading/Unloading & Pickup/Drop-off

- Students shall be loaded in sequential route order. First student on the bus sits in the back, when going to school, last student off sits in the back when going home from school
- If applicable, temperature screening can be conducted by bus aides
- Dismissal times can be staggered to best suit district needs and to promote social distancing
- Adjustments may need to be made:
 - For unloading and entry, and loading and departure
 - Route timing will be affected by delayed loading/unloading processes
 - All bus routes should not load/unload at the same time to maximize social distancing of students
 - Arrival and departure activities shall be supervised to ensure social distancing
- Consider adding bus routes to reduce load levels on buses
- Consider retaining buses scheduled for replacement until actual student ridership is determined
- Consider short term bus leasing as an option until actual bus inventory needs are determined



Transporting to BOCES

- Districts that are transporting to BOCES will need to be following similar protocols as Contract Bussing
- School Districts must keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation

Cleaning and Disinfecting

Refer to the "Cleaning" standard operating procedures guidance for further information.

- Buses and other transportation vehicles will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes. At the end of the day clean and disinfect the entire bus
- Daily Cleaning
 - All trash removed
 - Floors swept and dust mopped
 - Walls and windows cleaned
- High Touch Surfaces
 - Bus seats and seat backs
 - Seat belts
 - Door handles, handrails
 - Driver operator area
- Determine who will be responsible for daily cleaning and disinfection procedures. (Custodial Maintenance, Drivers or Bus Mechanics)
- Use only cleaning and disinfecting products that are approved by the EPA. Read all labels and follow instructions. Wear appropriate PPE (disposable gloves or any other required PPE) to clean and disinfect
- Ensure proper ventilation during cleaning. Open windows, roof hatches, and turn fans on during route operation
- Prohibit eating and drinking on the bus
- Follow up with frequent inspections to be sure cleaning/disinfecting protocols are followed on district owned and contracted buses
- Document and submit all cleanings/inspections (via trackable log)

Special Education Considerations

- Make sure that none of the practices/protocols employed are interfering with the students' IEP or 504 Plan
- Collaborate with special education staff to determine best practices for face mask use, social distancing, and other safety considerations
- Consider alternate schedules and transport vehicles for medically fragile children
- If applicable, temperature screening for special education students by bus aides
- Increase training for bus aide staff to manage issues that arise on a bus transporting student(s) with special needs



Transportation Operation Center

- Provide appropriate PPE and cleaning supplies to office and garage workers (i.e.: face coverings/masks, gloves, face shields)
- Provide hand sanitizer of at least 60% ethanol or 70% isopropyl alcohol. Follow current rules regarding the use of hand sanitizer on buses and other transport vehicles
- Provide appropriate training for staff
- Develop density reduction protocols to maximize social distancing in the bus garage, office, and dispatch areas
 - Eliminate lounge areas
 - Create one-way walkways
 - Require appointments to see management/office staff
 - Eliminate gathering at dispatch area
- Cross train staff to provide coverage in the event of absenteeism
- Limit non-essential visitors to the transportation operations center

SOCIAL EMOTIONAL WELL-BEING

Social emotional and mental health resources will be available to support students this fall. Schools may use morning meetings/ check-ins, intervention blocks, or advisory periods to provide instruction on social emotional topics using new and existing curriculum. Oswego City School District instructional staff will have required professional development that focuses on understanding mental wellness and appropriate tools to support students.

Clinical and counseling staff will provide mental health support and resources, including group counseling and consultation for students and families as needed as well as individual counseling with students and related consultation with families and staff.

Assurance 1. Each school and district ensures that district-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed and updated to meet current needs.

- The district developed a comprehensive counseling plan which was implemented for the 2019-2020 school year. The plan enumerates programs and lessons by grade level that are primarily geared toward Social Emotional Learning (SEL). It was developed by a comprehensive group of counselors, social workers, teachers and administrators. The plan is reviewed on a semi-annual basis. It will be reviewed and updated in August of 2020.

Assurance 2. Each school and/or district establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the board of education, or school's board, school building and/or district/charter leaders, 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.



- The District has a Counseling Plan Advisory Council which meets on a semi- annual basis. The membership of the group is fluid; it is comprised by parents, students, a Board of Education member, community and District members. Members discuss the efficacy of the plan and work together to make changes which best support the students in the situation.
- The most current Advisory Committee includes: A High School Counselor, Middle School Counselor, 2 Elementary Counselors, an Elementary Parent, an Elementary Behavioral Coach, Family Engagement Liaisons, a High School Special Education teacher, an OCO Community-Based Organization Member, a Board Member and a High School Student.

Assurance 3. Each school and/or district reopening plan addresses how the school/district will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

- Each counselor and social worker will maintain “Office Hours”, where they will be available in person, online or by phone. Students may make appointments to meet with the social worker or school counselor. The district also houses mental health clinics and works with outside providers in support of the students. Our McKinney Vento specialist and clinician are also available in support of students and may meet during office hours or by appointment. Each member of the Student Services staff are available to make referrals and offer follow up support for the students.
- In addition, a Family Engagement Liaison was also assigned to the elementary community. This person works with teachers, administrators and families in order to connect families with outside agencies related to mental health and emotional support.

Assurance 4. Each school and/or district reopening plan addresses 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.

- The District has planned ongoing professional development for faculty and staff during the summer of 2020 and for the 20-21 school year. Some specific opportunities will be conducted by our mental health clinician specializing in coping and resilience.
 - The District engages an Employee Assistance Plan, HELP People, which is associated with Crouse Hospital. They provide a variety of free and confidential support services.



SCHOOL SCHEDULES

Assurance 1. Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

The district will operate using a hybrid model for the elementary program. Students in each grade level K-6 will be placed in two cohorts and will be assigned to come in-person 2 days a week. The remaining 3 days will be a combination of synchronous and asynchronous learning opportunities. Remote Learning will be offered for any student that does not want to join in person. A five day plan will be coordinated by grade level teachers to ensure a student receives 3.5 to 4.0 hours of synchronous or asynchronous instruction.

PREK-6 WEEKLY SCHEDULE FOR IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A In School	Group A In School	Student independent work or teacher-directed intervention and support. Teacher Planning and Professional Development	Group B In School	Group B In School
Group B Online at Home 	Group B Online at Home 		Group A Online at Home 	Group A Online at Home 

ELEMENTARY DAILY SCHEDULE FOR IN-PERSON INSTRUCTION- SAMPLE GRADE LEVEL	
8:45-9:00	Breakfast and Morning Meetings
9:00-10:00	ELA Direct Instruction
10:00-10:35	Skills Group for ELA
10:35-11:05	Specials. PE and Art
11:05-12:05	Math
12:05-12:30	Lunch
12:30-1:30	Science/Social Studies or Skills group for Math
1:30-1:40	Staggered Release Time
2:00-3:30	Office Hours for cohorts doing Remote Learning*

**This time can be altered*



Special Area Teachers will travel to classrooms rather than classes traveling to them PE will use the playground area but not the playground equipment when weather permits. This allows for 12 feet social distancing.

Students will eat meals in the classroom and desks will be wiped down before and after lunch.



Elementary Daily Schedule for Remote Learning: 2.5-3.5 instructional time.
Office hours will be created for general education teachers, special education teachers, and support providers (e.g. speech, RTI providers, OT-PT, counselors)

The District will offer remote/virtual instruction for students in grades 7-12. Students will be offered synchronous and asynchronous learning opportunities. Select groups of 7-12 students with significant disabilities and ELLs will receive their instruction and related services in person and remotely.

MIDDLE SCHOOL SCHEDULE	
7:30-9:00	Student reviews daily schedule and prepares for the instructional day
Period 1 9:00-9:40	
Period 2 9:45-10:15	
Period 3 10:20-10:50	
Period 4 10:55-11:25	
Period 5 11:30-12:00	Lunch for all students
Period 6 12:05-12:35	
Period 7 12:40-1:10	
Period 8 1:15-1:45	
Period 9 1:50-2:20	
<p><i>Classes will meet during the period that is given on the student schedules.</i> On Wednesdays, students will be offered individual and small group instruction, as well synchronous and asynchronous instruction</p>	



OSWEGO HIGH SCHOOL

7:30-9:00	Student reviews daily schedule and prepares for the instructional day
9:00-9:05	Homeroom- daily attendance will be submitted
9:10-9:40	1st period- Scheduled classes will be assigned during the 9 period day
9:45-10:15	2nd period
10:20-10:50	3rd period
10:55-11:25	4th period
11:30-12:00	5th period
12:05-12:35	6th period
12:40-1:10	7th period
1:15-1:45	8th period
1:50-2:20	9th period
	Students will meet with teachers synchronously on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, classes will be offered both synchronously and asynchronously, with the opportunity for individual and small group instruction. Social Emotional Health instruction will be provided on Fridays within the instructional day.



ATTENDANCE & CHRONIC ABSENTEEISM

Each school and/or district reopening plan must describe a mechanism to collect and report daily teacher student engagement or attendance while in a remote or hybrid schedule.

The district will be using Google Classroom and Google Meets for Pre-K-12 for remote instruction. In Google Classroom, teachers will take attendance when students log on and complete assignments. Daily attendance will be recorded by all faculty and staff for each student in our school management system, SchoolTool, and will be reported in SIRS according to SED guidance.

All faculty and staff will ensure substantive daily interaction (daily remote instruction, online participation, phone calls, emails, or other activates) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

If the student fails to “attend” after two consecutive instructional days, the school counselor and principal will contact the family and assess the family needs. Additionally, the Family Engagement Liaison will be contacted at the K-6 level to be a family “ally” and will continue to contact and support the family. If the family does not respond and the student missed five days, the administrative team will meet to determine if Child Protective Services should be called to assist with helping the family reengage with the school.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

TECHNOLOGY & CONNECTIVITY

Assurance 1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

The Oswego City School District utilized survey data from the Spring COVID-19 closure to assess our community, and faculty access to devices and Internet access. In addition to the spring 2020 survey, school buildings also kept track of requests from families that did not have reliable devices or Internet access during the closure. An additional survey was provided during July 2020 to refresh the District’s knowledge of community and staff access.

Assurance 2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

To ensure the students and faculty have access to devices and Internet access, Oswego City School District is investing in additional portable devices (Chromebook) that will work with our currently established accounts. The investment will provide a device to any student, or teacher, who needs one. In addition to the devices, the District is also purchasing wireless hotspots through Verizon Wireless. Access to the Internet on the hotspot devices will be controlled through the technology department. To ensure student access is filtered on their school district allocated devices, we have purchased software that will allow for remote content filtering. Access to both of these technologies is dependent on vendor supply and delivery dates.



Assurance 3. Each school and/or district reopening plan must include information on how the school or district 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.

As the District works to reopen, it is possible not all technology equipment purchased will arrive on time for our students and staff. In the event that not every family has access to the Internet or a device to start the school year, teachers will prepare printed materials that will be mailed home to families. To gauge content mastery, pick up and drop off options will be available for families to submit printed student work. Teachers will be asked to call those students lacking technology via phone, while utilizing video conferencing to communicate and instruct remotely. Ultimately, it is the district's intention to have technology available for all students and staff, and to use digital learning management systems to instruct curriculum and assess student progress.

TEACHING & LEARNING

Assurance 1. Each school and/or district reopening plan includes a continuity of learning plan for the 2020-21 school year. Such a plan must prepare for in-person, remote, and hybrid models of instruction.

Please see section on Schedules for in-person, remote, and hybrid models of instruction.

Instructional schedules will provide significantly more student-teacher interactions for all students than in spring 2020. Additionally, attendance and grading will be required for both the full-time online and in-person operating models, ensuring shared accountability for learning

Assurance 2. Each school and/or district reopening plan includes an educational program that is aligned to the New York State Learning Standards (or, for charter schools, the standards set forth in the school's charter) regardless if instruction is delivered in-person, remotely or in a hybrid model.

Recognizing the challenges and limitations many students may have experienced with learning during spring 2020, OCS D is revising curriculum/pacing guides at elementary, middle, and high school levels to highlight essential New York Learning Standards for the grade level or course, as well as the prerequisite knowledge and skills learners need in order to be successful with new content. Updated curriculum guides and resources will offer strategies for staff to support learners with differing needs.

During the month of August, curriculum teams will be meeting to start the task of highlighting the essential standards and revising the curriculum/pacing guides based on standards delivered last year. Students will be screened and the curriculum/pacing guides will be updated using grade level data.

Assurance 3. Each school and/or district reopening plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in-person, remotely or through a hybrid model of instruction.

Faculty and staff will be setting up regular virtual "office hours" for all students Monday through Friday and will use Google Meets to reach out to students. The office hours will be determined once schedules have been assigned to faculty, staff, and students. If a student does not have technology access at the start of school, teachers will be required to call students.



Assurance 4. Equity must be at the heart of all school instructional decisions. All instruction should be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities must be aligned with State standards (or, for charter schools, the standards set forth in the school's charter) and include routine scheduled times for students to/interact and seek feedback and support/from their teachers.

Professional Development for elementary faculty and staff will address the essentials for hybrid learning.

The essentials for the hybrid learning professional develop will ensure that staff are able to:

- Provide the same resources and assignments to students learning in classroom or remotely. All resources will align to the New York State Learning Standards
- Be deliberate about giving students regular constructive feedback both in-person and remotely
- Emphasize individualized academic pacing for students aligned to the NYS Learning standards
- Set concrete strategies for transitioning back and forth between remote and in-person learning instruction
- Pay heightened attention to the most vulnerable students
- Ensure that professional development for secondary faculty will address the necessary areas identified from our reflections on the spring school closures. These areas include:
 - Ensure alignment to NYS learning standards
 - Provide constructive feedback to individual students and classes
 - Provide professional development in social-emotional learning

Assurance 5. Schools must create 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 needs to be accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and include clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).

A learning page will be created in our learning management system for each course. That page will include:

- Contact information for teacher and school
- Calendar with office hours, semester schedule, and assignment due dates
- Links to virtual meetings for synchronous instruction and office hours

***As districts and charter schools develop instructional models under the three delivery methods (in-person, remote and hybrid), attention must be paid to how students are assessed and further, how student progress will be communicated to parents and caregivers.

Virtual conferences will be set up at the 5/10-week mark for elementary families. If there are any concerns prior to the 5-week mark, teachers will contact the parent/guardian as soon as possible.

Jupiter Grades will be used at the secondary level to communicate student progress to parents. The program allows for teachers to update grades daily and send parents/guardians emails regarding student performance. Parents can log into the program at any given time to review their students' progress.



Assurance 6. Districts that contract with eligible agencies, including CBOs, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow health and safety guidelines outlined in NYSED guidance and required by the New York State Department of Health. The district must also ensure their eligible agencies have a Continuity of Learning plan that addresses in-person, remote, and hybrid models of instruction.

CONTINUITY OF LEARNING PLAN

FIRST STEP UNIVERSAL PRE-K

Schedule for ½ Program

PREK WEEKLY SCHEDULE FOR IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING AT CER, KPS, FPS, MINETTO				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A In School 8 Students Maximum	Group A In School 8 Students Maximum	Student independent work or teacher-directed intervention and support. Teacher Planning and Professional Development	Group B In School 8 Students Maximum	Group B In School 8 Students Maximum
Group B Online at Home 	Group B Online at Home 		Group A Online at Home 	Group A Online at Home 

Schedule for Leighton (full day will become ½ day)

PREK WEEKLY SCHEDULE FOR IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING AT CER, KPS, FPS, MINETTO				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A In School 8 Students Maximum	Group A In School 8 Students Maximum	Student independent work or teacher-directed intervention and support. Teacher Planning and Professional Development 	Group A In School 8 Students Maximum	Group A In School 8 Students Maximum
Group B In School 8 Students Maximum	Group B In School 8 Students Maximum		Group B In School 8 Students Maximum	Group B In School 8 Students Maximum



HEALTH AND SAFETY

All Pre-K classrooms will be equipped with thermometers, masks, gloves, hand sanitizer and disinfectant spray recommended by OCFS for cleaning furniture and materials. Face shields will be worn by teachers for better learning experience.

Arrival

Staff will meet parents and students at school entrance. Parents will line up social distancing. Masks are required for parents and students. Teacher will take temperature of students at sign in and sanitize their hands. Parents will be asked questions from daily health form before children enters school. If temperature is 100 or higher child will not be allowed to enter school. Students will line up with the assistant and proceed to classroom. Entering the classroom students can remove their masks and wash hands with soap and water. Class sizes will be 8/9 per classroom. Students will be seated 2- 3 at a table for distancing with their own materials, spaced 6 feet apart Each student will have their own tub of materials for their use only, no sharing. Teachers will be trained on cleaning procedures. Classrooms will be cleaned and sanitized between AM/PM classes.

Dismissal

Students wash hands and put back on masks before exiting the classroom. They will meet parents at school entrance practicing social distancing.

Teaching and Learning, Instructional Procedures

Staff will conduct class following NYS Pre-K Standards for all domains: Social and Emotional, Language, Cognitive and Physical. Teachers will use face shields for better instruction in Speech and expression. Students will attend school for 2 days per week. AM and PM classes will be 2 ½ hours and full day 5 hours. Materials and lessons will be sent home with instructions for rest of the week. Teachers and Assistants will work with children in separate small groups during class time. Students will be distanced around the room to participate in group activities, such as music and movement, Smart board will be utilized for some activities, NO hand holding.

No sensory tables or shared materials will be utilized. Back packs will not be allowed in classrooms. Plastic closure bags will be used for transporting materials.

Virtual lessons will be conducted 2 days for approximately 20 minutes to start, depending on child's ability to attend. Staff will utilize materials sent home during virtual meetings. Teachers will also give parents websites appropriate for Pre-K learning activities and are consistent with classroom teaching. All UPK teachers will collaborate weekly on lessons and activities being presented in class and remote learning. Screening will be conducted in school, one student at a time to be completed by the end of October.

Class will be conducted by NYS certified teachers and assistants. No volunteers will be allowed in classroom. If needed, Special Education Teachers and substitute teachers will follow classroom health and safety guidelines of school and classroom.



SPECIAL EDUCATION - REQUIRED NOTICES

Assurance 1. Each school and/or district reopening plan, whether services are provided in-person, remote, and/or through a hybrid model, addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

Provision of FAPE

- Students in ***K-6*** will receive special education services in a hybrid manner.
 - Many students within the District receive support via an integrated co-teaching or consultant teacher model. As students are grouped into cohorts, general and special education will continue to be grouped together; providing an inclusive model to students in accordance with the least restrictive environment as prescribed by IEPs.
 - In person instruction will be provided two days per week and the other three days per week, they will engage with special and general education staff in remote learning opportunities. Additionally, special education teachers will provide consultant teacher services (either direct or indirect based upon individual student needs), consultation to general education teachers, and supplemental support either individually or in small groups to students based upon student needs at least three times weekly to ensure the provision of FAPE.
 - Unless excused from face mask requirements, students will be expected to wear them. The District will work with both families and the student's physician to obtain their expertise in this area. Where deemed appropriate by medical personnel, the excusal from wearing face coverings may be noted on a child's IEP in the Special Alerts section.
 - Prior written notices will be provided to families about the K-6 contingency remote learning plan that may need to be implemented should school need to close again. In this case, the learning plan would mirror the 7-12 remote learning plan proposed.
- Students with disabilities in grades ***7-12*** will receive special education services remotely following a daily schedule which includes special education services as prescribed per IEPs. Additionally, special education teachers will provide consultation to general education teachers and supplemental support either individually or in small groups to students based upon student needs at least three times weekly to ensure the provision of FAPE.
- Students who have ***significant disabilities*** and are assessed alternatively, will be provided with in person instruction four days per week. For this student population, the fifth day will be a virtual learning day to enrich their previous learning and special education teachers will provide supplemental support during this day.
 - Unless excused from face mask requirements, students will be expected to wear them. The District will work with both families and the student's physician to obtain their expertise in this area. Where deemed appropriate by medical personnel, the excusal from wearing face coverings may be noted on a child's IEP in the Special Alerts section.
- Students ***placed externally*** (i.e. BOCES or residential placements) will receive supports and services in accordance with the school's reopening plan.
 - Unless excused from face mask requirements, students will be expected to wear them. The District will work with both families and the student's physician to obtain their expertise in this area. Where deemed appropriate by medical personnel, the excusal from wearing face coverings may be noted on a child's IEP in the Special Alerts section.



- Students supported through **nonpublic schools** will receive instruction remotely unless individualized needs of the learner require in person instruction.

Related services will be provided both in person and remotely, as appropriate for the student and determined in collaboration with the parent /guardian.

- In order to protect student privacy, any related services which are written on IEPs as a group session provided virtually will require parental consent to provide. While awaiting return of group consent, students will be provided an individual service and/or parental collaboration.
- As often as possible, students requiring in person group services will be grouped together. This will be based upon student need and IEP goals being similar to ensure similarity of needs.
- Students supported through nonpublic schools will receive instruction remotely unless individualized needs of the learner require in person instruction.
- For students who receive in person instruction, time will be provided within schedules in between sessions to ensure proper cleaning and sanitation of materials and spaces.

Assurance 2. Each school and/or district reopening plan addresses how it will document the programs and services offered and provided to students with disabilities as well as communications with parents.

Documentation

- Documentation of student progress toward IEP goals and the general education curriculum, services and supports offered, and communication is essential. To that end, the District will:
 - Utilize IEP Direct to document student progress within the curriculum and toward IEP goals as well as supports and services offered.
 - Utilize School Tool (Notes) for documentation of parental communication and collaboration
- Documentation will be accessible within these platforms to relevant staff within the District

Assurance 3. Each school and/or district reopening plan addresses 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.

Communication and Meaningful Parent Engagement

- Parent / guardian communication will occur utilizing a variety of means including, but not limited to (and in accordance with both regulatory requirements and the preferred mode of communication):
 - Parent / teacher conferences
 - Prior written notices
 - Phone calls
 - Email messages
 - Text messages
 - Letters



- Committee on Special Education and Committee on Preschool Special
- Education invitations and meetings
- Written progress reports
- Information on the District website
- Parent / guardian communication will be translated from English into the preferred language as applicable.
- The expectation for staff is that parent communication occurs at least 1x weekly. Communication shall include (but is not limited to):
 - Listening to and discussing parent concerns and celebrations
 - Providing additional strategies to support the student at home
 - Checking on the student's social-emotional wellbeing
 - Providing updates about progress within the curriculum and IEP goals
 - Support with use of technology
- As always, parents / guardians will be invited to participate in CPSE and CSE meetings.
 - During the 2020-2021 school year, in order to respect the health and safety of all, both Committee on Special Education and Committee on Preschool
 - Special Education meetings will be held virtually at times mutually acceptable for the parent and District.
 - All efforts will be made to ensure CSE and CPSE meetings are held at times that are least impactful to student instructional times.
 - The need for compensatory services will be considered on an individual basis.

Assurance 4. Each school and/or district reopening plan addresses 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), plans for monitoring and communicating student progress, and commitment to sharing resources.

Collaboration to Ensure Understanding of Plans

To ensure that relevant staff fully understand the expectations for provision of services consistent with the recommendations, expectations for monitoring and communicating progress, and commitment to sharing resources, the following will be put into place:

- This special education plan is being shared with available district and contracted staff to ensure that all relevant staff are informed and aware of the expectations.
- All staff supporting students with disabilities will continue to be responsible for reading each IEP and acknowledging their responsibilities as an educator of the student.
- Additional staff training to ensure full implementation of the plan may be necessary and will be provided.
 - A technology help desk has been created for both parents and staff who may require additional support navigating technology platforms.
 - Continued team meetings will occur to share best practices and foster collaboration within the service providers.
 - Professional development for general education teachers will also continue to be offered.



Assurance 5. Each school and/or district reopening plan must 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.

Access to Accommodations

- Students in grades K-6 will also be provided with technology to support their academic progress during remote instruction times
- All students in grades 7-12 will be provided with an individual laptop or chromebook to utilize during remote instruction.
- Appropriate applications will be installed on these devices (i.e. Google Meet Waiting
- Room, text to speech, speech to text, calculator, highlight tool) based upon student need.

BILINGUAL EDUCATION & WORLD LANGUAGES - REQUIRED NOTICES

Assurance 1. Each qualifying school and/or district reopening plan which reopens using in-person or hybrid instruction must 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.

The district will use a hybrid model for elementary programming. ELL students will therefore be in school in-person 2 days each week and offered remote instruction 3 days each week. ENL teachers will have time built into their days to conduct the ELL identification process. Given the limited number of ELL students typically identified annually, the district should be able to conduct any identification evaluations still pending within the first 20 days of school. For "new" students who arrive during the school year, ESL teachers will have time built into their days to conduct any ELL evaluations in an on-going basis.

High school and middle school will be engaged in remote learning with the exception of students with significant disabilities and ELLs who will receive in person instruction. Time will be built into the day during the first 20 days of school for ENL teachers to conduct evaluations on any pending cases. If necessary, ELL students will be specially transported into the schools for in-person evaluations. The day will be scheduled from 9:00-2:300. Students will be scheduled into classes and will take part in a combination of synchronous and asynchronous models. For "new" students who arrive during the school year, ENL teachers will have time built into their days to conduct any ELL evaluations in an on-going basis

Assurance 2. Each school and/or district reopening plan must provide required instructional Units of Study (or, for charter schools, the applicable program outlined in the school's charter) to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.



Each ELL student will have the appropriate units of study, based upon their previous NYSESLAT/English Language Proficiency. Elementary level ENL teachers will meet with students either in the classroom in a co-taught model, or in a pull-out model. ELL students in grades 7-12 will meet with their teachers in-person and be offered remote learning opportunities as well.

Assurance 3. Each school and/or district reopening plan must ensure the maintenance of regular communication with 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 (e.g. text, robocalls, Whats App, email, etc.)

The Student Services Office maintains a list of all ELL families within the district. Communications in writing are sent to the office for translation, and then sent to the families. Verbal communications are facilitated through the use of live interpreter services. The service is available and supports over 200 languages. In addition, the district will be using a parent communication platform, Parent Square, to send out notices and communication. This program will allow for us to send translated versions directly to families.

TEACHER & PRINCIPAL EVALUATION SYSTEM - REQUIRED NOTICES

Assurance 1. Each school and/or district reopening plan must ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department.

As required by the New York State Education Department, the OCSD APPR Plan will be fully implemented during the 2020-21 school year. Each educator's evaluation must include at least one required student performance measure (SLO for teachers; SLOs for principals). Observations will be conducted within our remote instruction model, documented in My Learning Plan. One announced observation and one unannounced done by an administrator from another building. Final scores will be sent to State Education Department according to the OCSD BOCES APPR plan and Education Law 3012-d.

CERTIFICATION, INCIDENTAL TEACHING, & SUBSTITUTE TEACHING - REQUIRED NOTICES

Assurance 1. Each school and/or district reopening plan must ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g., incidental teaching) or Education Law.

All OCSD coursework will continue to be taught by appropriately certified teachers. The district will ensure courses are taught by instructors who are required to hold a NYS professional license for a particular content area.



ADDITIONAL CONSIDERATIONS FOR REOPENING

Supports for Staff

- One goal of the OCSD Reopening Schools Plan is to ensure that all staff — instructional, clinical, operational, and administrative — have the resources to feel safe and comfortable returning to the workplace. Elements of this staff support model include:

Personal Protective Equipment

- Ensure staff have the necessary personal protective resources, as appropriate for their risk exposure, such as masks, gloves, gowns, face shields, etc.

Health and Wellness

- Provide staff with support and resources to address any personal health and wellness needs. Professional Development
- Provide staff with the information, guidance, and professional learning necessary to support virtual instructional practices, health, and safety.

Supports for Families

- Another goal of the OCSD Reopening Schools Plan is to ensure that all families have the tools, resources, and supports to feel safe and comfortable as their children return to school. Elements of this family support model include the following.
 - Flexible Schooling Options
 - Provide Pre-K -6 families the opportunity to choose full-time online instruction or in-person instruction with social distancing in OCSD school buildings. Caregivers are encouraged to make choices based on health and safety concerns rather than course or program availability. If no preference is received for a student by the deadline, the student will automatically be enrolled for in-person instruction.
 - Food Services
 - Continue to provide free and reduced meal services to students unable to attend school in person.
 - Language Services
 - Provide written translations of documents and communications in the five most frequently spoken home languages in OCSD, and provide oral interpretation for any family who needs this service.
 - Training and Support
 - Provide resources and training to help caregivers understand their roles in supporting students' academic success.
 - Technology Support
 - Provide an online help desk to support students and caregivers with computer troubleshooting.



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