



**OSWEGO**  
CITY SCHOOL DISTRICT

*We educate, inspire, and empower all students*

# 2021-2022

## OSWEGO CITY SCHOOL DISTRICT **REOPENING PLAN**

**Oswego City School District**

1 Buccaneer Blvd. | Oswego, NY 13126

315-341-2000 | [www.oswego.org](http://www.oswego.org)





# OSWEGO CSD 2021-22 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 &amp; Accountability</i> Nancy Squairs, <i>Ex. Director of Business &amp; Finance</i> Dr. Heidi Sweeney, <i>Ex. Dir. Sec. Ed. &amp; 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. &amp; 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	Ryan Lanigan	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 13126 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 guide as we reopen our schools and provide a high-quality education for our students throughout the 2021 -2022 school year.

As we reopen our doors 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 continues to be committed to following the recommendations of: New York State Department of Health (NYSDOH), The Centers for Disease Control and Prevention (CDC) and all guidance provided by the New York State Education Department (NYSED).

The enclosed plan reflects the most recent 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 learning community safe. Should any of our community members have any concerns or would like to contact us about the content of this plan, please do not hesitate to call the districts' hotline at 315-341-2050 and 315-341-2052.

*Thank you in advance for your support and patience as we implement this plan with integrity.*

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 school districts should begin to plan for a reopening during the 2020–21 school year. While doing so, he also provided districts with a series of reopening recommendations from the New York State Department of Health.

In preparation for the 2021-22 school year, districts were notified in early August (2020-21) that “with the end of the State Disaster Emergency” on June 25, 2021, school districts are reestablished as the controlling entity for schools. . . Schools and school districts should develop plans to open in-person in the fall as safely as possible, “following quittance from the CDC and local health departments.”

Accordingly, this school reopening document is intended to communicate specific components of Oswego City School District (OCS D) plans and preparations that are underway for the reopening of our schools in fall 2021. Based on lessons learned from the 2020 -2021 school year, review of CDC guidance, and reflection on stakeholder input, OCS D has refined its approach for educational delivery. Our educational options reflect the needs and concerns of families and staff while maintaining priorities for health, safety, high quality instruction, and supportive services that address the social and emotional needs of our students.

### **REOPENING SCHOOLS TASK FORCE**

Throughout this summer (2021), the district created a task force, made up of district stakeholders that were charged with developing specific action plans to address the districts 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 OCS D professional organizations, including Oswego Classroom Teachers 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)
- Student Representative
- Parent representatives (Elementary, Middle and High School parents)
- Oswego County Health Department
- Medical staff – leaders from Oswego County
- District – community stakeholders from the City of Oswego; and
- Department staff from: : facilities and transportation services, financial services, human resources, information technology, instructional services, 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 led the work of the reopening school task force. It should be noted sub committees of the task force continue to meet (as needed) and include additional stakeholders 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

During the 2020-21 school year Oswego City School District (OCSD) identified several guiding principles as we planned for our school reopening. It should be noted, we've continued to use them as we've planned for this upcoming school year (2021-22). They are as follows:

1. The district will **ensure safe learning and working environments** for the entire learning community.
2. The district will **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
  - The appropriate services and/or supports needed to meet needs of students with disabilities populations.
3. The district will **provide the training, time, support, and flexibility needed for staff to prepare for a successful reopening**; and
4. The district will **provide proactive, clear communication (with translations) to all families and staff**.

## LESSONS LEARNED FROM 2020–21 SCHOOL YEAR

The impact of the last school year, which involved the period closure of our schools as we worked through the COVID -19 pandemic, has been wide-ranging.

Accordingly, we believe that building a reopening plan that takes into account common lessons learned within our district and beyond will assist us with creating an infrastructure that is aligned to student, family, and staff needs.

We also believe that documenting our successes and missteps is important as they both are needed to inform our decision making and planning for the reopening of our schools in the fall of 2021.

Below are six key areas of learning that have been documented by OCSD staff from analysis of our own 2020–21 school year experiences and review of recent articles and studies.

## INSTRUCTIONAL MODEL

- Consistent implementation of a school-wide wide instructional schedule is needed to promote equity.
- In-person student learning is preferred by most of our community.
- 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 for students.

## EQUITY CONCERNS

- Appropriate and updated technology and connectivity must continue to be provided by the District, to ensure that all students can participate equitably in online instruction where needed.
- District plans must account for the disproportionate health and economic impact of COVID-19 on certain areas of our community, including how this affects students' 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 future 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 continue to need dedicated time to plan and work in collaborative teams.
- Ongoing professional development is needed to strengthen teaching strategies.
- Digital citizenship concepts and skills should be integrated into lessons moving forward.
- 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 Chromebooks and Wi-Fi 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.
- Employee assistance support programs should be offered to staff where needed.



## **IN-PERSON INSTRUCTION WITH SOCIAL DISTANCING**

The following are a list of bulleted items which provide some brief information about reopening for the 2021-22 school year:

- As we reopen our schools this year, it is our endeavor to provide instruction for all students “in-person” with social distancing. Accordingly, students will be able to attend school in-person five days per week.
- Should students demonstrate a medical concern and/or if parents have a medically related concern (i.e. concern about the Delta Variant – COVID-19) parents and/or guardians should share this information with their school principal. After doing so, a district review will be completed for each student which will involve the consideration of special accommodations (i.e. virtual or remote learning, tutorial services, etc.).
- OCSD building access will be limited in accordance with health and safety guidelines this school year. Additionally, visitor access will continue to be restricted.
- Three-foot separation will be maintained in all classrooms whenever possible for both staff and students, and efforts are in place to limit mixing groups of students. To add to this, six – foot separation is also maintained in all cafeterias, physical education, indoor classroom space and music – instrumental classrooms, whenever possible, for both students and staff in an effort to ensure their health and safety of students and staff.
- All school buses will transport students as they normally would have – prior to the pandemic. However, every effort will be made to seat relatives and/or same household students together and all students and staff will be required to wear masks while on school buses.
- Health monitoring protocols will continue to be implemented in accordance with CDC and local NYSDOH guidance. A weekly health screening report must be completed on Mondays for each child attending school. This requires caregivers to report that their child is asymptomatic and has not been exposed to anyone who is symptomatic; and
- All OCSD school buildings will undergo daily sanitizing for high-touch areas (doorknobs, handles, etc.) using approved cleaning products. It should be noted, our schools will also continue to 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, safety and sanitization and cleaning protocols.

## **REOPENING PLAN INFORMATION**

- Our Reopening Plan includes recommendation which have been provided by the Center for Disease Control (CDC) the Oswego county Health Department and the Oswego City School District Medical Director.
- 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 also posted on individual school websites and centrally, on our main district-wide page.
- This district’s plan has also been translated into various other languages. These translations are also available on our website and can be mailed to members of our public by request.



# BRIEF OVERVIEW OF DISTRICT EDUCATIONAL PLAN

## WHAT IS THE DISTRICT'S EDUCATIONAL PLAN FOR THE 2021-22 SCHOOL YEAR?

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

- **All K-12 students will attend school for "in-person" instruction five days a week**

The district will ensure that all of its students have the option of attending "in-person learning" five days a week, throughout the school year. If parents have a medical reason or concern for their child(ren) (i.e. concerns about sending students to school during the pandemic – Delta Variant, etc.), they should contact their school principal to inform them. Once the information is received, a health accommodation - review will be completed to determine appropriate supports (virtual/remote learning, tutorial services, etc.) that will be offered to accommodate the students learning needs and requirements.

- **Special Education and Student Support Services**

All Special Education, English Language Learner, Academic Intervention Services and 504 plan plans for students will be provided "in-person" for all students throughout the school year.

- **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 virtually throughout the school year.

- **Technology Supports**

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 hot spot for all students who need them. Technology will be distributed to students prior to and throughout the school year.

- **Athletics**

The New York States Public High School Athletics Association has determined that all interscholastic sports team will be practicing and having contest throughout the school year. Should this change, the district will contact parents to inform them.

- **Extra-Curricular Activities**

The district will be offering all extra-curricular clubs and intramural programs throughout the school year. School administrators will be reaching out to parents to inform them of these offerings. It should be noted all clubs & intramural programs are subject to change and/or review – based upon health conditions which may demonstrate during the school year.



- **Transportation**

The district will provide safe transportation for all students who will be attending in-person instruction. Students and staff will not be required to socially distance on buses, but will be required to wear a mask while on buses. Every effort will be made to sit relatives and/or members of the same household together while on buses. The district's transportation department will be contacting parents and/or guardians to clarify transportation arrangements.

- **Masking**

In keeping with the recommendations of the CDC and the American Pediatrician Association and guidance from our District Medical Director, the district will require all students, staff and visitors to mask while indoors. When outdoors, students, staff and visitors will not be required to mask. Masking breaks will be provided for students throughout the school day, as needed.

It should be noted, if a child is unable to wear a "normal mask" for medical reasons, this information must be immediately provided to school principal and the school health office. Upon receipt of this information a review will be completed by the district's Medical Physician who will determine if an accommodation and/or alternative should be considered and/or put into place to ensure the health and safety of the child and others.

- **Social Distancing**

The District will continue to maintain the most recent CDC and NYSDOH recommendations for social distancing. This involves three feet of social distancing in classrooms where possible, six feet of social distancing in cafeterias, music spaces (for vocal and instrumental) and in all physical education classrooms.

- **Cleaning and Sanitization**

The district will continue to follow all of the most recent CDC and NYSDOH cleaning – sanitation protocols.

- **Food and Nutrition Services**

The district will continue to provide free breakfast and lunches for all students, per the NYS COVID-19 pandemic requirements.



# SAMPLE SCHEDULES FOR ELEMENTARY AND SECONDARY STUDENTS

ELEMENTARY SCHOOL SCHEDULE 2021-22	
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
10:35-11:10	Specials: PE, Art and General Music
11:10-12:10	Math
12:10-12:40	Lunch (In classroom and/or dining hall)
12:45-1:20	Skills group for Math
1:20-2:00	SEL Lessons
2:00-2:40	Science and/or Social Studies
2:40-3:00	Recess
3:00-3:30	Band, Chorus, Orchestra, 1:1 or small group support, End of Day - Closing Meeting

*Note: Mask breaks will be scheduled by teachers throughout the day.*

MIDDLE SCHOOL SCHEDULE	
7:30 – 7:45	Check-in, Health Screener, Temperature Checks, Grab and Go Breakfast, Lunch Orders, Pick up Chromebook (in 1st period class), Daily Buc, etc.
7:45 – 8:26	Classes will run throughout the school during this period
8:29 – 9:11	Classes will run throughout the school during this period
9:14 – 9:56	Classes will run throughout the school during this period
9:59 – 9:40	Classes will run throughout the school during this period, Lunches for Grade 7
9:43 -10:24	Classes will run throughout the school during this period. Lunches for Grade 7
10:27 – 11:08	Classes will run throughout the school during this period, Lunches for Grade 8
11:11 – 11:52	Classes will run throughout the school during this period, Lunches for Grade 8
11:55 – 12:36	Classes will run throughout the school during this period
12:39 – 2:20	Classes will run throughout the school during this period
2:20 – 2:30	Return all Chromebooks (plug into chargers, etc.), Buses Called, Walkers Called, etc.

*Note: Mask breaks will be scheduled by teachers throughout the day.*



# SAMPLE SCHEDULES FOR ELEMENTARY AND SECONDARY STUDENTS

*Continued*

OSWEGO HIGH SCHOOL			
1	7:30-8:13	1	7:30 - 8:10
Home room	8:13-8:18	Advisement	8:14 - 8:38
2	8:23-9:05	2	8:42 - 9:22
3	9:10-9:52	3	9:26 - 10:06
4	9:57-10:39	4	10:10 - 10:50
5 Lunch 1	10:44-11:25	5	10:54 - 11:34 Lunch 1
6 Lunch 2	11:30-12:11	6	11:38 - 12:18 Lunch 2
7 Lunch 3	12:16-12:57	7	12:22 - 1:02 Lunch 3
8 Lunch 4	1:02-1:43	8	1:06 - 1:46 Lunch 4
9	1:48-2:30	9	1:50 - 2:30

## PREPARING FOR FUTURE SHUTDOWNS

Changes in public health data could necessitate rapid adjustments to the district’s operational approach at any time during the 2021-22 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 continue 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 and recently identified variants 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 more vaccination occurs in communities, 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 virtual learning practices. These virtual practices would reflect lessons learned from the 2020 -2021 school year 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.

It should be noted, the district will continue to document effective virtual learning strategies and provides professional development and family resources in order to prepare for a possible transition to virtual learning during an emergency shutdown.

### **SCHEDULES**

All school virtual learning schedules (elementary and secondary) in an emergency shutdown, will mirror the schedules used each day in our schools. Accordingly, all parents and/or guardians are asked to have their students online at the following times:



### ELEMENTARY SCHOOL SCHEDULE 2021-22

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
10:35-11:10	Specials: PE, Art and General Music
11:10-12:10	Math
12:10-12:40	Lunch (In classroom/dining hall)
12:45-1:20	Skills group for Math
1:20-2:00	SEL Lessons
2:00-2:40	Science/Social Studies
2:40-3:00	Recess
3:00-3:30	Band, Chorus, Orchestra, 1:1 or small group support, Closing Meeting

### MIDDLE SCHOOL SCHEDULE

7:30 – 7:45	Check-in, Health Screener, Temperature Checks, Grab and Go Breakfast, Lunch Orders, Pick up Chromebook (in 1st period class), Daily Buc, etc.
7:45 – 8:26	Classes will run throughout the school during this period
8:29 – 9:11	Classes will run throughout the school during this period
9:14 – 9:56	Classes will run throughout the school during this period
9:59 – 9:40	Classes will run throughout the school during this period, Lunches for Grade 7
9:43 -10:24	Classes will run throughout the school during this period. Lunches for Grade 7
10:27 – 11:08	Classes will run throughout the school during this period, Lunches for Grade 8
11:11 – 11:52	Classes will run throughout the school during this period, Lunches for Grade 8
11:55 – 12:36	Classes will run throughout the school during this period
12:39 – 2:20	Classes will run throughout the school during this period
2:20 – 2:30	Return all Chromebooks (plug into chargers, etc.), Buses Called, Walkers Called, etc.



## OSWEGO HIGH SCHOOL

1	7:30-8:13	1	7:30 - 8:10
Home room	8:13-8:18	Advisement	8:14 - 8:38
2	8:23-9:05	2	8:42 - 9:22
3	9:10-9:52	3	9:26 - 10:06
4	9:57-10:39	4	10:10 - 10:50
5 Lunch 1	10:44-11:25	5	10:54 - 11:34 Lunch 1
6 Lunch 2	11:30-12:11	6	11:38 - 12:18 Lunch 2
7 Lunch 3	12:16-12:57	7	12:22 - 1:02 Lunch 3
8 Lunch 4	1:02-1:43	8	1:06 - 1:46 Lunch 4
9	1:48-2:30	9	1:50 - 2:30

*\*AM CITI students will have 1st period advisement*

## DISTRICT ASSURANCES

### COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT REOPENING PLAN

***District 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
Christina Chamberlain	CSEA Representative and OCSD Health Services Coordinator
James Jackson/Kelly Lagoie	CSEA Representative
Carrie Patane	Oswego Classroom Teachers Association
Gretchen Coakley	Oswego Classroom Teachers Association



<b>NAME</b>	<b>TITLE</b>
Lauren Mulverhill	Parent, CER, OMS, OHS
Ketrina Scaglione	Parent, MIN
Jill Anzalone	Parent, FPS
Francine Latino	First Steps UPK Programs
Dr. Mathis Calvin III	Superintendent of Schools
Samantha Spaulding	Assistant Principal OMS
Tara Clark	Assistant Principal OHS
Kirk Mulverhill	Assistant Principal OHS
Matthew Goewey	Director of Food Service
Stephanie Griffin	Fredrick Leighton Elementary Principal
Ryan Lanigan	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
Francine Latino	UPK – Director, First Steps
OCSD Teachers	Faith O'Brien, Elizabeth Crannel, Jennifer Smith, Elisa Davis, Rayna Mills, Chris Trapasso, Andrea Dumas, Tom Weigand, Amy Leopold



***District 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:***

COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Introduction	<ul style="list-style-type: none"><li>• The goal of this communications plan is to be prepared to reopen schools safely amidst the COVID-19 pandemic and various variants of the virus.</li><li>• 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.</li><li>• With guidance from the CDC, the Oswego City School District Medical Director 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.</li></ul>
Goals	<ul style="list-style-type: none"><li>• To provide information and updates regarding the COVID-19 pandemic and associated school impact in a timely fashion.</li><li>• To engage our school community and seek input from all stakeholders in the reopening and safety planning process.</li><li>• To educate, inform and train students, parents, staff and visitors on new COVID-19 safety protocols using CDC and DOH guidance.</li></ul>
Objectives and Strategies	<ol style="list-style-type: none"><li>1. <b>Objective:</b> 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. <b>Tactic/tool:</b> Create a communication matrix document that can be shared and posted on our website.</li></ol>



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Objectives and Strategies	<ol style="list-style-type: none"><li data-bbox="634 478 1511 695"><p>2. <b>Objective:</b> Post all information pertaining to the coronavirus and reopening of schools in one place for easy access. <b>Tactic/tool:</b> Revise our webpage so that it will host reopening guidance, safety protocols, letters from administrators, instructional tools, updates, a feedback form, etc.</p></li><li data-bbox="634 747 1474 919"><p>3. <b>Objective:</b> Provide a clear way for families to provide feedback <b>Tactic/tool:</b> Have a feedback form on the website. Take questions via phone (on district hotline) and email. Distribute surveys periodically. Communicate one-to-one.</p></li><li data-bbox="634 972 1495 1413"><p>4. <b>Objective:</b> Educate staff, students and visitors about proper social distancing, safe hygiene practices, reopening protocols and COVID-19 information. <b>Tactic/Tool:</b> Develop signage to be placed throughout our buildings at entrances, restrooms, dining areas, classrooms and offices. <b>Tactic/Tool:</b> Create and share training and informational videos hosted on the website, shared on social media and utilized within the classroom. <b>Tactic/Tool:</b> Create and share training and informational graphics on social media.</p></li><li data-bbox="634 1465 1520 1770"><p>5. <b>Objective:</b> Ensure that materials are accessible and provided in the language spoken/read by the end user. <b>Tactic/tool:</b> Make information provided on the website accessible. Materials will be translated for students as needed. <b>Tactic/tool:</b> 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></li></ol>



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



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Target Audience	<p>Internal:</p> <ul style="list-style-type: none"> <li>• All staff</li> <li>• Employee associations and unions</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Parents/Guardians</li> <li>• Board of Education</li> <li>• Department of Health/ Local Community Partners</li> <li>• Component School Districts</li> <li>• Visitors</li> </ul>
Communication Channels - methods	<ul style="list-style-type: none"> <li>• District Website (COVID-19 - specific page with FAQs, web alert system)</li> <li>• Email/Text/Phone via Mass Notification System (Parent Square)</li> <li>• Social Media – district Facebook page</li> <li>• Building Signage</li> <li>• School District Newsletter</li> <li>• Palladium Times Newspaper</li> <li>• WBUC Television Station</li> </ul>
Key Messages	<ul style="list-style-type: none"> <li>• 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.</li> <li>• We're all learning as one during this time. It's ok to be frustrated.</li> <li>• Remain at home if you are sick or have been exposed to a person with COVID-19.</li> <li>• Exercise preventative hygiene practices:               <ul style="list-style-type: none"> <li>• Avoid touching eyes, nose and mouth.</li> <li>• Wash your hands often with soap and water for at least 20 seconds.</li> <li>• Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.</li> </ul> </li> <li>• Cover cough/sneeze with tissue or sleeve.</li> <li>• Masks must be worn while in school.</li> <li>• Routinely clean frequently touched surfaces.</li> <li>• Our district is closely monitoring the situation regarding COVID-19.</li> <li>• We are following the guidance of our local health department, New York State and the CDC.</li> <li>• We have worked diligently to put forward the best sanitation and safety practices possible in our buildings.</li> </ul>



COMMUNICATION PLAN - ITEM	PLANS & SUPPORTING INFORMATION
Key Messages	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Please rely on our website (Oswego.org) for the most up-to-date information.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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!</li> </ul>
Evaluation Tools	<ul style="list-style-type: none"> <li>• Social media engagement</li> <li>• Feedback from surveys</li> <li>• Information from website feedback form</li> <li>• Website analytics and visitor data</li> <li>• Attendance at virtual or in-person forums/public meetings/informational sessions</li> <li>• Feedback from email and/or hotline</li> </ul>
Research/Resources	<p>New York Forward Reopening Webpage: <a href="https://forward.ny.gov/">https://forward.ny.gov/</a>            DOH COVID-19 Webpage: <a href="https://coronavirus.health.ny.gov/home">https://coronavirus.health.ny.gov/home</a>            CDC COVID-19 Webpage: <a href="https://www.cdc.gov/coronavirus/2019-nCoV/index.html">https://www.cdc.gov/coronavirus/2019-nCoV/index.html</a></p>

## PARENTS/GUARDIANS AND STUDENTS

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

COMMUNICATION METHOD	RESPONSIBLE PARTY
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	As needed
Parent Square	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

***District 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 School wide training on updated COVID-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
School bus training on COVID-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

***District 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.



The district will also employ the following communication methods:

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

***District 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 the procedures listed below:

- Contact the Director of Student Services, Dr. Robert Duffy at 315-341-2014 to inform him of your needs. Once a request is made, Dr. Duffy will work with the district’s contracted translation service company to procure the needed documents in a timely manner.
- 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 officers, Dr. Robert Duffy, Director of Student Services and Christina Chamberlain, District Health Services Coordinator. These safety coordinators can answer questions regarding COVID-19 from:
  - Students
  - Faculty
  - Staff
  - Parent and/or legal guardians



## HEALTH & SAFETY

***District 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 an “in-person” method of instruction for the 2021-22 school year.

- All students will attend school (K-12) five days a week in-person this school year.
- Classrooms will be set up with desks separated 3 feet apart to maintain social distancing between students and teachers.
- School cafeterias, music, physical education and instrumental classes will separate students 6 feet apart.
- Masks will be required to be worn by all students and staff when students are in school buildings. As the district receives guidance from the NYSDOH about masking, the district will review it and then align its practices to the guidance, wherever possible.
- PPE will be provided in the event a student forgets to bring in a face mask from home.
- Students will have their temperatures checked before getting on buses. All other students have their temperatures checked upon entering the building.
- All appropriate cleaning measures will be followed.
- 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 the 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.

***District 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:



<b>NAME</b>	<b>TITLE</b>
Diane Oldenburg	Senior Public Health Educator, Oswego County
Dr. Robert Morgan	District Physician
Christina Chamberlain	CSEA Representative and OCSD Health Services Coordinator
Jaincheng Huang	Oswego County Public Health Director
Dr. Mathis Calvin	Superintendent of Schools
Dr. Heidi Sweeney	Executive Director of Secondary Education and Personnel
Carrie Plasse	Executive Director of Elementary Education and Accountability
Mary Beth Fierro	Principal, Oswego Middle School
Ryan Lanigan	Principal, Oswego High School
Donna Simmons	Principal, Fitzhugh Park School
Dr. Mary Volkomer	Principal, Kingsford Park School
Stephanie Griffin	Principal, Leighton Elementary School
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

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



***District 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.

***District 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 continue to 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.

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

***District Assurance 5: Oswego City School District has a protocol for daily temperature screenings of all students and staff, along with a weekly 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. All other students will be temperature checked before entering school. 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.

***District Assurance 6: Oswego City School District requires 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 will require 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.”
- 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 will be 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.



***District 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 who 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 CDCs [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 (trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake, 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



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.

***District 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 four 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 traveled outside of NYS in the past 14 days?

Visitors, guests, contractors and vendors will also be asked to sign in including contact information for contact tracing purposes.

***District 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



When a student 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. Parents will also be advised to follow up with their healthcare provider or nearest Urgent Care Center.

***District 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 posted that instructs staff and students in correct hand and respiratory hygiene.

## **HAND HYGIENE PLAN**

Oswego City School District will continue to provide 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 sanitizers indicating visibly soiled hands should be washed with soap and water; and
- Any staff or students unable to use hand sanitizers 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.

***District 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 three or six 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 is listed below:

- All K-12 students will be kept at least three feet apart in classroom and instructional spaces and will maintain six feet of distance in situations such as physical education, chorus, instrumental band, etc.;
- Socially distancing will be observed in passing of classes and movement in the hallways;
- When students are eating breakfast or lunch, a distance of 6 feet will be kept between students who are unmasked;
- PPE will be provided 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 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;
- 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 be minimized;
- The district will utilize digital options to the extent possible.

## 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.
- In elementary school settings, the use of outside space will be scheduled to reduce the number of different classes playing together. We will have students wash their hands before and after going outside and children will be kept three feet from other children as much as possible.
- We have ensured that a distance of six 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 also 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.

***District 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 who 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 Department at 315-341-2014 so we can coordinate accommodations for your child.
  - We will coordinate with:
    - school health services personnel;
    - special education personnel;
    - student services and
    - administration
  - **If your child is unable to attend school in-person due to a medical concern, we will provide appropriate accommodations** (please refer to Teaching & Learning Plan section of this document for more information.)



***District 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;
- Hand sanitizers;

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 and provided by teachers and staff for all students each day.

Face coverings will 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 will provide instructions to all students, parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing/sanitizing hands before putting on and after removing their face covering;
- The 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 - posters 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 ordering information above).

***District 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).

***District 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 Medical Director or Health Services Coordinator shall immediately notify a local public health agency of any disease reportable under the public health law<sup>7</sup>”.
- 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.
- 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 stay awake, 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 are 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



Staff must 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 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 for 72 hours, without the use of fever reducing medicines, and they have felt well for 24 hours and symptoms have mostly resolved (per OCSO School Medical Director).
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school if they are fever free for 72 hours and symptoms mostly resolved.

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. Symptoms should be mostly improved before returning to school or work.

## **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. .

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](https://health.oswegocounty.com/information/2019_novel_coronavirus/index.php)



**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; and
- 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.

***District 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.

***District 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 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, and buses.



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 to 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.
- If an outbreak occurs the district will prohibit the use of playground equipment if it becomes necessary to do so.



# SCHOOL HEALTH OFFICE CLEANING

School health office cleaning will 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.

*For more information on the detailed schedule of facility cleaning refer to the Facilities Plan.*

***District 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:

- 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.



***District 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.

***District 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 Duffy (Director of Student Services) and Christina Chamberlain (Oswego City School District OCS Health Services Coordinator), to share in this role of safety coordinator.

## **FACILITIES**

***District 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 Oswego of Facilities Planning.***

### **PHYSICAL DISTANCING:**

- The district will remove and store all extraneous furniture and equipment from classrooms so that student desks can be spaced three 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 fifty percent 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 three feet spacing in commonly used areas such as health screening stations or reception areas.
- At any time if staff are less than three 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 uses.
- All public use of facilities is canceled.
- 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:**

The 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, upon request;
- 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 should 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, bottle fillers) and shared objects (toys, games, art supplies) between uses;
- Scheduled cleanings in the late morning and early afternoon will be completed to ensure adequate time for disinfection;
- To facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible; and
- 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;
- 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;
- Re-stock 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):
  - Bottle fillers;
  - 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
- Re-stock 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)
    - Bottle fillers
    - 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
  - Bottle fillers
  - 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.***

***District 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 2021 and 2022 Annual Visual inspections are required.
- The district has completed the AVI inspections for 2021.



***District Assurance 3: Each school and/or district reopening plan must provide provisions to conduct the Lead-In-Water Testing as required by NYS DOH 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.

***District 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.

***District 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 three feet apart.

***District 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 an “in-person” 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.

***District 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 an “in-person” 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 CDC 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.



***District 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 an “in-person” 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.

***District 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.

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

The district uses bottle fillers in lieu of drinking fountains. Drinking fountains have been taken off-line. Throughout the school year the district will ensure that the appropriate numbers of drinking fountains is available per 100 occupants.

***District 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 increased ventilation with outdoor air to the greatest extent possible by opening windows and doors while maintaining health and safety protocols. The district has upgraded its air filters to a Merv 7 filter to allow for maximum air flow.

***District 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”

## **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
  - 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 social distancing mandates 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;
- 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**

***District 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. All students are eligible to receive breakfast and lunch in school, free of charge through June 2022. This has been made possible by National funding through the United States Department of Agriculture.

Throughout the 2021-22 (RUN a find and replace on 2021-22, they should be 2021-22) school year students will have “Grab and Go” style breakfasts available to them when they enter their school each day. Lunches will be pre-ordered each morning, and then consumed in various locations to accommodate social distancing requirements while students are eating. Prewrapped utensils with napkins, as well as condiments provided, will be for single use. Students that are remote for medical and/or health concerns or reasons, will be able to pick up their breakfast and lunches at established meal pickup site(s).

Parents are advised to use the Heartland payment system, MySchoolBucks. This is the best way to add funds to student’s accounts that can be used for any extras available for purchase in the cafeteria. 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.***



***District 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 or shields if requested or deemed necessary. PPE must be changed out when contaminated and disposed of properly. Social distancing between staff is required.

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
  - 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

***District 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 student allergies will be accommodated by the Food Service Department, regardless of where the food is eaten.

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.

***District 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. 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 students 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.



***District 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 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.

***District 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.

***District 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.

***District Assurance 8: Each school and/or district reopening plan must require that students’ social distance (six feet separation) while consuming meals in school.***

The district will ensure that students are socially distanced by six feet in all cafeterias or classrooms while consuming meals in school.



# 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
  - 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 use while in the building. Use and dispose of Personal Protective Equipment (PPE) properly.

When staff members 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;
- 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
- Distance tables or desks so that are six feet apart.
- 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 five 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) 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);
- 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.

## ***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;
- Use disposable trays and silverware;
- 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;
- 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 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***

- Each table, chairs (as possible), should be disinfected after each lunch period. Clean and disinfect all food preparation areas daily.
  - Clean and disinfect high-touch surfaces including but not limited to:
    - Handles on equipment (faucets, ovens, mixers)
    - Bottle fillers
    - 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 wipe able 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;
  - 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**

***District 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;
- Buses will be sprayed with automatic disinfectant sprayer.

### ***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.

***District 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

***District Assurance 3: Each school and/or district reopening plan must ensure school buses may be equipped with hand sanitizers.***

Touchless hand sanitizers have been installed at the entrance of the buses.

***District Assurance 4: Each school and/or district reopening plan must ensure that school bus drivers, monitors and attendants may carry personal bottles of hand sanitizer with them on school buses.***

All drivers and monitors will be instructed that they may carry personal hand sanitizer a district or contract bus.

***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 wear face masks.

***District 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, cleaners and other transportation staff 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:
  - 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 contract 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.



***District 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 will be asked of all visitors before being allowed in the building; and we will;
- Cross train staff to be provide coverage for absenteeism

***District 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.

***District 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.

***District 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.



***District 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, they will 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

***District 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.

***District 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 before getting on the bus.

***District 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.



***District 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.

***District Assurance 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.

***District Assurance 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.

***District Assurance 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
  - 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 buses 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;
- 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 needs;
- Remind students/parents/guardians that social distancing requirements extend to the bus stop;
- Communicate with administration multiple routing scenarios for different instructional scheduling options (i.e. 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;
- 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;
- 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 while in transit when social distancing is not possible;
- If applicable, have the driver 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 should they become necessary;
  - Split sessions;
  - Alternating days;
  - Varied start and end times;
  - 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 will be assigned seats according to the driver seating chart;
- Temperature screening devices will be on buses;
- 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;
- Temperature screening for special education students will be done;
- 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

Additional 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.

***District 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 during the 2019-20 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 again in September 2021.

***District 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 of parents, students, and community and district – community members.

Members discuss the efficacy of the plan and work together to make changes which best support the students in the situation. Membership is developed at the beginning of each school year.

***District 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 (Homeless Family Liaison) 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 has also been assigned to our elementary schools. This person works with teachers, administrators and families in order to connect families with outside agencies related to mental health and emotional support. It should be noted, there is a planned increase in support through an additional Family Engagement Liaison for the secondary level.



***District 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 2021 and for the 2021-22 school year. Some professional development will be conducted by district mental health clinicians who specialize in developing coping and resilience skills.

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

***District Assurance 1: Each school and/or district reopening plan describes the school schedule planned for implementation at the beginning of the 2021-22 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.***

ELEMENTARY SCHOOL SCHEDULE 2021-22	
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
10:35-11:10	Specials: PE, Art and General Music
11:10-12:10	Math
12:10-12:40	Lunch (In classroom and/or dining hall)
12:45-1:20	Skills group for Math
1:20-2:00	SEL Lessons
2:00-2:40	Science and/or Social Studies
2:40-3:00	Recess
3:00-3:30	Band, Chorus, Orchestra, 1:1 or small group support, End of Day - Closing Meeting

*Note: Mask breaks will be scheduled by teachers throughout the day.*



## OSWEGO MIDDLE SCHOOL SCHEDULE 2021-22

7:30 – 7:45	Check-in, Health Screener, Temperature Checks, Grab and Go Breakfast, Lunch Orders, Pick up Chromebook (in 1st period class), Daily Buc, etc.
7:45 – 8:26	Classes will run throughout the school during this period
8:29 – 9:11	Classes will run throughout the school during this period
9:14 – 9:56	Classes will run throughout the school during this period
9:59 – 9:40	Classes will run throughout the school during this period, Lunches for Grade 7
9:43 -10:24	Classes will run throughout the school during this period. Lunches for Grade 7
10:27 – 11:08	Classes will run throughout the school during this period, Lunches for Grade 8
11:11 – 11:52	Classes will run throughout the school during this period, Lunches for Grade 8
11:55 – 12:36	Classes will run throughout the school during this period
12:39 – 2:20	Classes will run throughout the school during this period
2:20 – 2:30	End of Day Procedures Return all Chromebooks (plug into chargers, etc.), Buses Called, Walkers Called, etc.

*Note: Mask breaks will be scheduled by teachers throughout the day.*

## OHS SCHEDULE 2021-22

1	7:30-8:13	1	7:30 - 8:10
Home room	8:13-8:18	Advisement	8:14 - 8:38
2	8:23-9:05	2	8:42 - 9:22
3	9:10-9:52	3	9:26 - 10:06
4	9:57-10:39	4	10:10 - 10:50
5 Lunch 1	10:44-11:25	5	10:54 - 11:34 Lunch 1
6 Lunch 2	11:30-12:11	6	11:38 - 12:18 Lunch 2
7 Lunch 3	12:16-12:57	7	12:22 - 1:02 Lunch 3
8 Lunch 4	1:02-1:43	8	1:06 - 1:46 Lunch 4
9	1:48-2:30	9	1:50 - 2:30

*\*AM CITI students will have 1st period advisement*



## ATTENDANCE & CHRONIC ABSENTEEISM

***District Assurance 1: 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 expectation in the Oswego City School District is that each child in K-12 will attend school daily. Should the district have to utilize “virtual” instruction it will continue to use Google Classroom and Google Meets for 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 Student Management/Information System, School Tool, 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 activities) with students; and clearly communicate information about instructional plans with parents and guardians. All attendance policies will remain in place during temporary remote learning plans.

If the student fails to “attend” after two consecutive instructional days, the teacher will contact the family and follow up in writing. If a student fails to attend school, the school counselor and/or Pupil Support Team will contact the family and assess the family needs. Additionally, the Home and School Liaison and the building principal will be contacted to be a family “ally” and will continue to contact and support the family. If the family does not respond and the student misses five days, the administrative team will meet to determine if Child Protective Services should be called to assist with helping the family re-engage with the school.

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

## TECHNOLOGY & CONNECTIVITY

***District 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 conducted an initial needs-assessment survey during the spring of 2020 pandemic closure. The initial data was used for the 2020-21 school year to ensure all families and teachers had high-speed internet access. The district kept track of the staff and families in need of high speed access to utilize up to date data for the 2021-22 school year budget planning.

***District 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 has invested in Chromebook devices that will work with our currently established computer accounts. All students and staff have a Chromebook available to borrow. In addition to the devices, the district has also purchased wireless hotspots through Verizon Wireless. The district will also maintain remote filtering software for Chromebooks used by students.



***District 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.***

For the 2021-22 school year, all students will be assigned a device for use in school and for remote instructional purposes (if a remote situation arises). Families in need of high-speed internet will be provided a district hotspot to connect to virtual instruction provided through Google Meet and Google's educational suite of applications.

The approved online learning platforms in OCSD, along with direct instruction from educational experts in district, will provide every opportunity for students to demonstrate mastery of learning standards in a variety of instructional settings.

## TEACHING & LEARNING

***District Assurance 1: Each school and/or district reopening plan includes a continuity of learning plan for the 2021-22 school year. Such a plan must prepare for in-person and remote, models of instruction.***

The district does have a plan to ensure continuity of learning throughout the 2021-22 school year. Schedules for instruction are provided on pages 11-12 of this document.

Our staff are prepared to provide instruction for students five days a week in-person or virtually – remotely (for students who have medical needs or concerns). It should be noted, the district will also utilize Citi BOCES to support students (grades 9-12) who are unable to return to school for “in-person” learning through online – platforms.

The district has also included emergency shut down plans as a part of this document. This plan involves the district going fully remote when shut downs are necessary in an effort to ensure instructional continuity for our students.

***District 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 or remotely.***

The district's instructional model is aligned to the NYS learning standards for instruction. Students will receive this aligned instruction regardless of if they are attending school “in-person” or virtually – remotely.

***District 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 and/or remotely.***

On a daily basis the district will ensure regular substantive interaction between teachers and students whether delivered “in-person” or remotely (for medical reasons or concerns). Accordingly, instructional staff will regularly engage our students in learning activities and instruction, per the district's curriculum.

It should also be noted, the district will also utilize instructional technology throughout the year to leverage outcomes and engagement and to ensure regular substantive interactions between teachers and students.



***District 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.***

In an effort to ensure equity and that instruction is accessible to all student, the district will ensure that all instruction is developed so that whether delivered in-person or remotely – virtually, instruction will be accessible to all students. We will ensure that all instruction that is provided will be aligned with State standards and include routine scheduled times for students to/interact and seek feedback and support from their teachers.

***District 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).***

Each of the district's schools will publish and share with parents the districts communication plan for sharing information throughout the school year (see communication plan section of this plan). All of our schools will share and publish information on how staff can be reached throughout the day (i.e. by phone, email, videoconferencing, Parent square, etc.).

## **CONTINUITY OF LEARNING PLAN**

### **FIRST STEP UNIVERSAL PRE-K**

***District Assurance 1: The district will ensure that there is a plan for teaching and learning and health and safety for its First Step Universal Pre-K programs.***

#### ***Teaching and Learning, Instructional Procedures***

- Students will attend school in-person five days per week;
- AM and PM classes will last for 2.5 hours spacing;
- Teachers will be utilizing NYS pre-K lowercase p standards for all Domains (Social Emotional, Language, Cognitive and Physical) to guide instruction;
- All pre-K teachers and assistants are NYS certified Teachers;
- Screening will be conducted in school for every student before the end of October.



## ***Health and Safety***

All pre-K classrooms will be equipped with thermometers, masks, gloves, hand sanitizer and disinfectant spray recommended by Office of Child and Family Services for cleaning furniture and materials.

## ***Arrival, Dismissal and Miscellaneous Information***

- A Health Screening Form will need to be completed for each child using Parent Square on Monday of each week (by no later than 8 a.m.)
- Students will enter and be dismissed from designated locations
- Transportation will be available at arrival for all AM and Full - Day students if needed Transportation will be available at dismissal for PM and Full - Day students if needed
- Masks are required on all buses
- Masks are required for students and parents/guardians in all schools
- Volunteers are not permitted in the classrooms
- Temperature will be taken for each student before entering the school and hands will be sanitized
- If temperature is 100 degrees or higher the student will not be allowed to enter school
- Class sizes will be 16 - 18
- Students will be seated three ft. apart
- Students will be seated six ft. apart for meals
- Students will have their own individual collection of materials to use
- Classrooms will be sanitized in between AM and PM classes
- AM Classes will begin at 9 a.m. and end at 11:30 a.m.
- PM Classes will begin at 12:45 p.m. and end at 3:15 p.m.
- Full Day Classes begin at 9:00 a.m. and end at 3:15 p.m.

# **SPECIAL EDUCATION - REQUIRED NOTICES**

***District Assurance 1: Each school and/or district reopening plan, whether services are provided in-person or remote - virtual, 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***

All students with disabilities in grades K-12 will receive “in-person” instruction five days per week in accordance with the programs and services recommended on the IEP. Should virtual learning be required due to medical and/or health related concerns, the District will provide services through remote - virtual instruction to students who are able to access and progress within the curriculum using this mode of instruction. While doing so:

- Masks will be worn unless the student has a medical excuse to not wear one during all Special Education Service sessions.



- 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.
- In the event of a classroom or building quarantine, the District will utilize live-streamed instruction to provide special education services and supports to students, when possible.
- In the event of a district closure due to COVID-19, the District will utilize the remote and/or virtual instruction to provide special education services and supports in accordance with contingency plans created during Committee on Special Education meetings.
- Students placed externally (i.e. BOCES or residential placements) will receive supports and services in accordance with the school's reopening plan.
- Masks will be worn unless the student has a medical excuse to not wear one. 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***

*Related services will be provided both in-person and remotely, as appropriate for the student and determined in collaboration with the parent /guardian. It should also be noted that:*

- 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; and
- 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.

***District 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) and IEP Direct Contact Log for documentation of parental communication and collaboration.

Documentation will be accessible within these platforms to relevant staff within the District.



***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.***

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;
- Report Cards;
- Posts in ParentSquare;
- 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. This 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
- Participation in Committee on Special Education meetings

As always, parents / guardians will be invited to participate in CPSE and CSE meetings. It should be noted:

- During the 2021-22 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.
- 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 during CSE meetings.



***District 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.***

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 implemented this school year:

- Special education plans will be 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. The technology help desk phone number is 315-341-2051.
- Continued team meetings will occur to share best practices and foster collaboration within the service providers; and
- Professional development will also continue to be offered.

***District 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.***

All students will have access to any and all necessary accommodations, modifications, supplemental aid & services, technology (including assistive technology) – per their 504 plan, IEP or support services plan to ensure that their unique educational learning needs are met. In addition:

- Students in grades K-12 will be provided with technology including a tablet, laptop, or Chromebook to support their academic progress;
- 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;
- Hotspots will be offered to all students who require them; and
- Speech to Text Programs will also be provided, per student IEPs.

## **BILINGUAL EDUCATION & WORLD LANGUAGES - REQUIRED NOTICES**

***District Assurance 1: Each qualifying school and/or district reopening plan which reopens using in-person learning must complete the identification of ELLs (English Language Learners) for all students within required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.***

The Identification process of students who qualify for ENL services will return to pre-pandemic practices, which requires possible identification within 10 days of arrival within the school year. Each ENL teacher has time built into their daily schedule for this purpose.



***District 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.

To add to this, ELL students in grades 7-12 will meet with their teachers as they had pre-pandemic, in either co-taught or pull-out models.

***District 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, 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 uses a parent communication platform, Parent Square, to send out notices and communication. It should be noted, ParentSquare allows parents/guardians to select default language preferences.

## **TEACHER & PRINCIPAL EVALUATION SYSTEM - REQUIRED NOTICES**

***District 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 2021-22 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 instruction model, documented in My Learning Plan. One announced observation and one unannounced will be completed. 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

***District 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 certification area.

## ATHLETICS

***District Assurance #1: The district will ensure that students and staff participate in athletic practices and contests safely.***

In an effort to ensure that students and staff participate in athletic practices and contest safely, the district will enforce all mitigating strategies (i.e. social distancing – where possible, masking – as tolerated, washing of hands and sanitizing , temperature checks, requiring that sick students and staff stay home, etc.).

To add to this the district will:

- **Work closely - collaborate with its medical director and the Oswego County DOH to monitor the health conditions** of athletes, community transmission rates and contact tracing concerns and to determine whether high risk sports should be offered or discontinued (case by case).
- **Promote and encourage vaccinations** for all athletes.
- **Offer – refer athletes for free COVID testing** (for all athletes who participate in high risk sports).
- **Accept any athlete related vaccination information** that is provided by parents and/or guardians. This will not be required for athletes at this time.
- **Enforce masking protocols for all athletes and staff** (both indoor and outdoor protocols).
- **Complete daily temperature checks and screening** (on Mondays only for screenings); and
- **Require all students and staff who demonstrate any COVID-19 symptoms to stay home and not attend practices or contests** until these symptoms are resolved.



***District Assurance #2: The district will ensure a flexible plan for spectator participation at all contests.***

The district will ensure that spectators are allowed to attend student contests, provided that pandemic related health conditions will permit for this to occur.

Accordingly, the following is a summary of spectator expectations and/or allowances for both inside and outside contests:

**Inside Contests**

- The district will not limit the number of spectators for inside events unless health conditions require that this be done.
- All spectators must wear masks when attending inside events.
- Families – households will be encouraged to sit together.
- All spectators will be asked to socially distance themselves and follow through with mitigating strategies.

**Outside Contests**

- The district will not limit the number of spectators for outdoor events unless health conditions require that this be done.
- Unvaccinated spectators will be asked to mask for contests.
- Families – households will be encouraged to sit together.
- All spectators will be asked to socially distance themselves and follow through with mitigating strategies.

Again, it should be noted, the district will ensure that the public understands that **the above recommendations are subject to change due to the ongoing changing nature of the pandemic and/or future guidance – requirements.**

***District Assurance #3: The district will consult with medical staff to ensure the health and safety of all athletes and staff.***

District administrative staff will continually consult throughout the school year with our Medical Director, Dr. Robert Morgan (Oswego Health) and the Oswego County Health Department on athletic programs and offerings. While doing so, the goal will be to ensure the health and safety of our students and staff.

## **ADDITIONAL CONSIDERATIONS FOR REOPENING**

***The following are list of additional bulleted items that the district will continue to consider as it reopens and moves forward throughout the school year:***

***Health and Safety***

- The district will need to continue to monitor health and safety guidance from the CDC, NYSDOH, NYSED and the districts' Medical Director as it is shared throughout the school year. This guidance must be utilized to ensure the health and safety of all students and staff.



### ***Supports for Staff***

- The district will continue to ensure that all staff (instructional, clinical, operational, and administrative) have the resources needed to ensure their health and safety.

### ***Personal Protective Equipment***

- The district will ensure that all staff have the necessary personal protective resources needed to keep them safe at all times.

### ***Health and Wellness***

- The district will need to continue its work with providing staff and student supports and resources that are designed to address any personal health and wellness needs.

### ***Professional Development***

- The district will need to continue to provide staff with the information, guidance, and professional development that is necessary to support instructional practices throughout this pandemic.

### ***Supports for Families***

- Food Services – The district will need to continue to provide free and reduced meal services to students, including those who are unable to attend school in-person.
- Training and Support – The district will need to continue to provide resources and training to help caregivers understand their roles in supporting students' academic success.
- Technology Support - The district will need to continue to provide an online help desk to support students and caregivers with computer - technology related troubleshooting.





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