



New York Mills
Union Free
School District
Reopening
Safety Plan
2021-2022

**New York Mills Union Free School District
COVID-19 Reopening Safety Plan
for
Staff and Students Return to School**

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COMMUNICATION

The New York Mills Union Free School District has communicated with the entire community since the onset of the COVID-19 pandemic. A survey to staff and parents was conducted in the spring of 2021 to get a sense of support for fully in-person learning. Virtual and in-person meetings were, and are currently being held with representatives from the teaching staff, transportation staff, buildings and grounds staff, and non-instructional staff.

Concurrently, district officials have been engaged in several regional planning conversations with local health department officials, county and state representatives, our local BOCES including the safety office, and other area school districts. The result of this collaborative effort is seen in this plan.

To ensure the New York Mills Union Free School District and its employees comply with communication requirements, the District will do the following:

- Post signage throughout the facilities to encourage and remind staff and students to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, students, and parents/guardians to provide updated information. This will be accomplished through:
 - Website
 - School Messaging
 - Email
 - Social Media
 - Print mailings
 - Traditional media outlets
- Training will be provided to all students and employees to follow new COVID-19 protocols including, but not limited to, hand hygiene, respiratory hygiene, proper face covering, social distancing.

Communication Tools

- The New York Mills Union Free School District uses many means of student and guardian contact to ensure a consistent and open line of communication. Various modalities have been used to ensure all stakeholders have contact with the District and feel confident about reaching out for assistance. Feedback from a district-wide community survey was used to focus remote education, family supports, re-opening plans and content of building meetings. Building administration provided updates to parents via email and held numerous meetings with faculty and staff. Teachers consistently communicate with students and families through personal email and phone calls.

Advisory Committee

- An advisory committee will be established to make non-binding recommendations to the Superintendent of Schools pertaining to amending this plan. The committee, comprised of a Board of Education officer, representatives from the administration, the teaching staff, non-instructional staff, the school nurse, a member of the Oneida County Department of Health, the NY Mills district physician, and a member of the Parent Teacher Student Organization (PTSO) will meet with the Superintendent quarterly, until September 2023, to recommend amendments to the reopening plan.

HEALTH and SAFETY

Vaccines

We acknowledge the recommendation of the Center for Disease Control (CDC) that vaccines are probably the best prevention against contracting the COVID virus, and as such, the District will continue to educate its community about the benefits of the vaccine and make its campus available to outside health care agencies seeking sites to offer vaccine clinics.

The NY Mills UFSD will also regularly seek accurate vaccine data from all staff and students. This information will be collected on a voluntary basis and if the vaccine rate is high (over 80% completion rate) the mask mandate will be revisited by the advisory committee and a recommendation will be made to the Superintendent about the necessity of the mask mandate.

Social and Physical Distancing

To ensure employees, students, and visitors comply with physical distancing requirements, the New York Mills Union Free School District will do the following:

- Whenever possible, ensure a minimum of 3 feet distance between individuals, unless safety or core function of the work activity requires a shorter distance. Any time individuals are less than 3 ft. apart, regardless of mask mandate, acceptable face coverings must be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If area is occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 3 ft. of spacing in commonly used and other applicable areas on the premises.
- Large in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate physical distancing amongst participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Some common situations may not allow for 3 ft. of distance between individuals, such as physical therapy, occupational therapy, some custodial, maintenance, food preparation or repair work, etc. so multi-layered precautionary approaches will be employed.
- Physical distancing will be maintained at 6 ft. whenever possible for individuals who are immunocompromised in all classrooms.
- Physical distancing will be maintained at 3-6 ft. in cafeterias, gymnasiums, and choral and band classrooms whenever possible.

- Mass transit procedures and guidelines, as defined by CDC, will be followed as they apply to school transportation. Whenever possible, we will assign one student per seat, but no more than two students per seat. Face masks will be required for all students and staff members riding the bus.

Close Contact

The NY Mills UFSD will use the definition of close contact that was defined by the CDC in their July 9, 2021 memorandum:

- Close contact through proximity and duration of exposure:
 - Someone who was within 6 ft. of an infected person (laboratory confirmed or clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (ex. Three individual 5 minute exposures for a total of 15 minutes).
 - An infected person can spread SARS-CoV-2 starting from 2 days prior to showing any symptoms (or for asymptomatic patients, 2 days prior to the positive specimen collection date), until they meet criteria for discontinuing home isolation.
 - **Exception:** In the k-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both students correctly and consistently wore well-fitting masks the entire time. **This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.**

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Use of Face Masks

All staff and students will be required to wear masks indoors as long as that remains a recommendation from the CDC or until a change to this policy is made at the local level. This requirement will be revisited on a regular basis. Correct use of masks, as defined by the CDC, will be enforced.

COVID Screenings and Testing

Screening, consisting of temperature checks, will still be mandated for all individuals. Health questionnaires may be required if infection rates continue to rise.

COVID testing, whenever possible exposure occurs, and randomly throughout the school year, will be encouraged. Testing in school may be conducted, with parental permission, if testing kits become available.

Athletes and musicians may be asked to test frequently if students are unvaccinated.

Measures that may be implemented to ensure the safety of students, staff, and visitors:

- Appropriate face coverings will be worn and other precautionary measures will be taken when necessary (*As of August 26, 2021, face coverings must be worn at all times by personnel, students, and visitors*)
- Signage will be posted throughout the facilities informing of proper social distancing, face covering etiquette and personal hygiene
- Encourage and allow time for staff and students to wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol
- There will be several alcohol based hand sanitizer stations throughout the facilities, including, but not limited to, all entrances and common areas

Engagement with Visitors:

- Visitors must follow the 3-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site
- Face coverings and hand sanitizer will be available at main entrance for visitors
- Parent meetings and other meetings will be conducted virtually whenever possible and appropriate
- Request that, whenever possible, visitors make appointments ahead of time
- Deliveries will be dropped off at one location (bus garage). The BOCES Courier and US Postal Service employee will enter the vestibule to drop off/pick up mail.
- Lingering and socializing before and after meetings should be discouraged

General Office and Faculty Common Spaces

- Staff will be encouraged not to linger or socialize in common area
- Staff will be encouraged not to eat in faculty or break rooms
- Congregating in copier room and main offices will be discouraged

Elevator Use

- Encourage one person on elevator at a time

- If more than one person must be on the elevator at a time, due to safety concerns, acceptable face covering must be worn

Personal Protective Equipment (PPE)

To ensure staff, students, and visitors comply with protective equipment requirements, the following guidelines will be communicated and adhered to:

- The New York Mills Union Free School District will provide employees and students with an acceptable face covering at no-cost to the employee or student
- Disposable facemasks will be available at main entrance, offices, and classrooms
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded
- In circumstances that require additional PPE, the District will provide appropriate gowns, face shields, gloves, and other items as recommended by the Department of Health, the NYS Educational Department, or the Medical Director at no cost to the employee

School-Based Health Care Providers

The CDC recommends that school-based health personnel use [Healthcare Facilities: Managing Operations During COVID-19 Pandemic Updated June 29, 2020](#) when providing care to ill persons as part of infection control protocols:

- Licensed healthcare professionals must utilize standard precautions at all times
- Transmission-based precautions should be used when assessing persons suspected of having COVID-19
- Schools should ensure they have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members
- PPE includes, but is not limited to:
 - Face masks (disposable surgical masks)
 - Respirators (N95) masks that are fit tested
 - Eye protection or face shields
 - Gloves
 - Disposable gowns

For optimal protection, when worn, the face shield must be used with a face mask and:

- Extend below the chin anteriorly
- Extend to the ears laterally
- Have no exposed gap between the forehead and the shield's headpiece
- Not shared with others
- Be cleaned between use

- The wearer should wash hands before putting on, or when removing, the face shield

HYGIENE, CLEANING, and DISINFECTION

Hygiene

Proper hand and respiratory hygiene play a crucial role in containing the spread of COVID-19. The New York Mills Union Free School District will take the following steps to promote appropriate hygiene practices:

- Provide information and training on proper hand washing techniques and respiratory etiquette (including covering coughs and sneezes) to all staff and students
- Allow time for hand washing throughout the course of the day
- Supply and provide access to hand sanitizer at main entrances, cafeteria, health offices, and hallways. Hand sanitizer will contain at least 60% alcohol
- Encourage staff and students who experience COVID-19 symptoms to stay home

Cleaning and Disinfection

To ensure compliance with cleaning and disinfection requirements, the New York Mills Union Free School District will do the following:

- Adhere to cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning
- Conduct nightly cleaning and disinfection of entire facility
- More frequent cleaning/disinfecting of restrooms, common areas, and high transit areas will be scheduled as needed
- Disinfecting supplies will be made available to all staff along with instructions for proper use should they desire to disinfect their work station more frequently
- Disinfecting wipes will be available in common spaces (i.e. copier rooms, break rooms) along with signage instructing staff to wipe down equipment before and after use
- New York Mills Union Free School District will use products identified as effective against COVID-19 and that are registered with the EPA

Restrooms

- Place signs asking staff and students to wash hands before and after using the restroom
- Paper towels will be provided in restrooms
- Open top trash cans will be provided

- Restrooms will be cleaned and properly disinfected each evening and during the day as needed

Cleaning and Disinfecting of Exposed Areas

- Should a confirmed or suspected case of COVID-19 occur on the New York Mills Union Free School District campus the following steps will be taken:
 - Separate and isolate the confirmed or suspected case from others to the isolation room
 - Relocate all individuals from the classroom or office space where the confirmed or suspected case was located
 - Close off areas used by the confirmed or suspected case and post signage to classroom/office space/common areas to keep others from entering
 - Notify local Department of Health of the confirmed or suspected case and work closely with them to determine what other steps will be necessary
 - In the event that the confirmed/suspected case is a student, notify the parent/guardian as soon as possible
 - Wait to clean and disinfect affected area until at least 24 hours after notification of exposure
 - Complete cleaning and disinfection of all potential exposure areas

SCREENING and TRACING

Screening

To comply with DOH requirements, procedures will be implemented to ensure the daily screening, including temperature checks, of all staff, students, and visitors to the New York Mills Union Free School District campus and facilities. Procedures for each group are described below.

Employees

A digital format will be utilized to screen staff prior to their leaving home for work in an effort to minimize staff congregating when arriving at work and to prevent those who may be experiencing symptoms from entering the workplace. The digital submission will require staff to answer questions pertaining to vaccine status, possible exposures to COVID, current health status, etc. Vaccinated individuals may be exempt from completing this survey.

Unvaccinated employees who respond affirmatively to any of the questions will be required to stay home and contact their supervisor to notify them of the reason. Return to work will be in accordance with CDC recommendations at the time of exposure.

Fully vaccinated employees, as of August 5, 2021, should be tested 3-5 days after an exposure and should wear a mask in all indoor activities for 14 days or until a negative test result is received. Fully vaccinated individuals with no symptoms are not expected to quarantine after the known exposure.

Any employee exhibiting symptoms while at work will be required to leave work immediately. Return to work will be in accordance of CDC recommendations. Currently, staff will be quarantined for ten days, unless cleared by their own healthcare provider. If a person is diagnosed as NOT having COVID-19, they will be able to return to work provided:

- Once there is no fever, without the use of fever-reducing medicines, and have felt well for 24 hours
- AND-
- If they have been diagnosed with another condition and have a healthcare provider written note stating the employee is cleared to return to work

Visitors

Visitors to the New York Mills campus will have their temperature checked and complete a screening questionnaire. All visitors must report to main entrance to sign in.

Visitors who answer any of the screening questions affirmatively, or whose temperature is greater than 100.0° F, will not be allowed to enter the campus beyond the screening checkpoint.

Students

All students will have temperature checked and use hand sanitizer upon entering the building. Any student whose temperature is greater than 100.0° F or is exhibiting symptoms will be isolated until a parent or guardian is able to pick up the student.

Students being dropped off by parents will have temperature checked prior to entering building and prior to the parent leaving the school grounds. If a student has a temperature at that point, the parent will be expected to take the student home with them.

Any student who becomes ill during the school day will be moved to the [elementary](#) nurse's office which has been identified as the isolation area. The school nurse will supervise the student until a parent or their designee picks the child up from school.

Management of Ill Students

Students with symptoms of illness must be sent to the nurse's office. The nurse will assess each individual.

The CDC keeps an up-to-date list of [symptoms of Coronavirus](#) on its website. This list is not inclusive, as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

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

Signage Prior to Entering the Building

Signage on entry doors will ask the following questions for all that enter the facility:

1. Since you were last here, have you had any of these symptoms in the last 14 days? Symptoms of COVID-19 may include but are not limited to (refer to CDC for most recent information):
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever or feeling feverish
 - Chills
 - Fatigue
 - Muscle/body pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea
 - Vomiting
 - New loss of taste or smell

2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you had any close contact in the last 14 days with someone with a confirmed or suspected COVID-19 case?
4. Also consider travel, either internationally or outside of the state in the last 14 days? (following NYS guidance)

If the answer to any of these are **YES**, you will not be allowed to enter the building.

If Students or Staff Become Ill with Symptoms of COVID-19 at School

The New York Mills Union Free 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 will be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law. The director of school health services, or other health professionals acting upon 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.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff members. Such reports should be made in compliance with FERPA, and Education Law 2-d. If nurses choose to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality. If there is more than one student waiting to see the school nurse, arrangements will be made to have students wait at least six feet apart. School nurses and other school health professionals assessing or providing care to ill students and staff will be required to follow transmission-based precautions which includes the use of appropriate PPE.

The following procedures, as outlined by the CDC in their June 9, 2021 memo will be followed¹:

1. Student(s) or staff shows signs of infectious illness consistent with COVID-19.²
2. Teacher or staff excuses student(s) from classroom or area with the school, or staff excuses themselves and alerts the school nurse or the Superintendent (the COVID-19 Point of Contact (POC)). If masking is not required at time of illness, student or staff member will be provided a mask as soon as possible.

3. School nurse or POC takes student(s) or staff to isolation area. Student(s) will be properly supervised and masked. The parent, guardian, or caregiver is called. Arrangements are made for the student(s) to either go home or seek emergency medical attention³. NOTE: If multiple students need to be placed in the isolation area, every attempt will be made to keep students 6 ft away from each other and ensure mask use while supervised. Staff will be released to go home and see their primary healthcare provider.
4. Parent, guardian, or caregiver picks up student(s). Parent, guardian, or caregiver contacts their healthcare provider for evaluation and possible COVID-19 test. NOTE: If a school does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.
5. Areas that the ill student(s) or staff occupied will be thoroughly cleaned and ventilated. Maintenance staff will use PPE (including any protection needed for the cleaning and disinfection products) to reduce risk of infection.

IF:

Student(s) or staff member receives a negative COVID-19 test result,⁴ student(s) or staff member returns to school following existing school illness management policies.

IF:

Student(s) or staff member receives a positive COVID-19 result:

1. Home isolation begins
2. COVID-19 POC, or her designee, starts a list of close contacts of the ill student(s) and informs staff, parents, guardians, or caregivers of close contacts of possible exposure.⁵
3. COVID-19 POC, or her designee, works with local health officials to assess spread and support follow-up with staff, parents, guardians, or caregivers of student(s) that had contact with the ill student(s).⁶
4. Parents, guardians, or caregivers of close contacts are advised to keep their children home (quarantine according to local health department requirements) and to consult with the student(s)' healthcare provider for evaluation and possible COVID-19 test. Staff are expected to isolate for 10 days.
5. Members of the ill student(s) or staff members' household who had close contact with the student are advised to quarantine according to local health department regulations.⁷
6. The ill student(s) can return to school and end isolation once the following are met:
 - a. Ten days from the start of symptoms, AND
 - b. Fever free for 24 hours without fever reducing medication, AND symptoms have improved.

Footnotes:

1 Scenario based on geographic area with community transmission of SARS-COV-2, the virus that causes COVID-19

2 The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing,

diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1-year-old).

3 Schools that do not have a universal mask requirement could require masking by students, teachers and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

4 With no known close contact.

5 Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset regardless, of whether the contact was wearing a mask. See exemption in the definition for the exclusion of students in the K-12 indoor classroom:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing-plan/appendix.html#contact>

6 To the extent allowable by applicable laws regarding privacy.

7 CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine or get tested after an exposure to someone with COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>

Confidentially will be maintained as required by federal and state laws and regulations. The NY Mills UFSD 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.

The NY Mills UFSD will comply with CDC and NYSDOH recommendations and:

- Close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred.
- Open outside doors and windows to increase air circulation in the area.
- 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.

The NY Mills UFSD will have a separate room available for all sick individuals when possible. If not possible, at least a 6-foot distance between ill students and other persons will be maintained. If they cannot be isolated in a separate room from others, a facemask (e.g., cloth or

surgical mask) will be provided 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 NY Mills UFSD will follow the following procedures:

- Students will be escorted from the isolation area to the parent/guardian
- The parent of guardian will be instructed to call their healthcare provider, or if they do not have a healthcare provider, to follow up with a local clinic or urgent care center.
- Symptomatic students will be advised to follow **the above outlined plan** unless otherwise directed by a healthcare provider or the local department of health. If the student has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, the nurse or staff member will call 911 and notify the operator that the person may have COVID-19.
- The school nurse will be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which is a serious condition associated with COVID-19 in children and youth. Schools should 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
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash
 - Bloodshot eyes
 - Feeling extra tired

School district staff will call for emergency transport (911) following district policies, 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 reports having tested positive for COVID-19, school administrators or his/her designee will notify the Oneida County Health Department to determine what steps are needed for the school.

High Risk Individuals

The NY Mills UFSD will meet with all staff and the families of any student who is at high risk. Every attempt will be made to make the appropriate accommodations to meet the needs of the individual.

Return to School or Work After Illness

NY Mills UFSD will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. A ten-day isolation period will be enforced unless cleared by a healthcare provider.

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

- It has been at least ten days since the individual first had symptoms AND
- It has been at least three days since the individual has had a fever (without the use of fever reducing medication) AND
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

If a person is diagnosed with NOT having COVID-19, they may return to school or work provided:

- Once there is no fever, without the use of fever reducing medication, and they have felt well for 24 hours AND
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are cleared for school or work

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility that they are infected.

Our protocol for a return to school for students and staff follows the New York State Department of Health's Pre-K to Grade 12 COVID-19 Toolkit and is coordinated with the Oneida County Health Department. We are also following updated guidelines and recommendations following the Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Pandemic Health Emergency along with the NYSED Health and Safety Guide for the 2021-2022 School Year. Links to the toolkits can be found at:

https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf

https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

<http://www.nysed.gov/back-school/health-and-safety>

COVID-19 Testing

The District will suggest that any staff or students who show symptoms of COVID-19 be tested. If testing kits are available in school, we may administer a rapid test on premises with the permission of the parents.

COVID-19 Testing in Oneida County, NY

Walgreens - walgreens.com

* Free COVID-19 testing is available to patients ages 3+. Patients will not receive a bill from Walgreens or any lab partner. If you receive a Diagnostic Test and have insurance, you will be asked to show your insurance card at the appointment and the lab may bill your insurer.

201 S. James Street, Rome, NY 13440

1750 Genesee Street, Utica, NY 13502

104 Genesee Street, Oneida, NY 13421

49 Kellogg Road, New Hartford, NY 13413

1143 Mohawk Street, Utica, NY 13501

102 E. Schuyler Street, Boonville, NY 13309

Rite Aid - riteaid.com

Free COVID-19 Testing ages 4+ through partnership with Department of Health and Human Services.

1924 Genesee Street, Utica, NY 13502

4854 Commercial Drive, New Hartford, NY 13413

141 Oriskany Boulevard, Whitesboro, NY 13492

405 Erie Boulevard W., Rome, NY 13440

Quest Diagnostics - questdiagnostics.com

“zero out-of-pocket patient responsibility is expected for medically appropriate testing ordered by an authorized provider” –OR- “for individuals who decide to pay out of pocket for the test and do not wish to have their claims submitted for reimbursement to their health plan or the government - \$128.30

2002 Genesee Street, Utica, NY 13502
1790 Black River Boulevard, Suite 19, Rome, NY 13440

Kinney Drugs - kinneydrugs.com

\$0 out of pocket with insurance

12 Franklin Avenue, Clinton, NY 13323
40 Oriskany Boulevard, Whitesboro, NY 13492

CVS- cvs.com

\$0 out of pocket with insurance

9 Meadow Street, Clinton, NY 13323

If none of these are convenient, here’s a helpful tool to personalize locations for your zip code:

<https://coronavirus.health.ny.gov/find-test-site-near-you>

Contact Tracing

The New York Mills Union Free School District will work cooperatively with the Oneida County Department of Health to support, and supplement the contact tracing efforts. The NY Mills UFSD will make available to the Oneida County Department of Health all necessary information to help facilitate the contact tracing. The NY Mills UFSD COVID-19 Coordinator, Joanne Shelmidine, will work with Oneida County Department of Health to provide all information and resources necessary for DOH Contact Tracing. The District will work with DOH to ensure that any recommendations provided by DOH for the school to follow, are communicated and implemented appropriately.

The NY Mills Union Free School District COVID-19 Point of Contact is Joanne Shelmidine

Phone: (315)768-8127

Email: jshelmidine@newyorkmills.org

Oneida County Health Department Contact Information:

Contact: Dr. Dan Gilmore

Phone: (315)798-5220

Email: dgilmore@ocgov.net

School Closures

The New York Mills Union Free School District will collaborate with the Oneida County Department of Health to determine the parameters, conditions, or metrics (e.g. increased absenteeism, increased illness in the school community, etc.) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. The Superintendent of Schools will consider closing 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 medical director and/or the Oneida County Department of Health will be consulted when making such decisions.

Education and Training

Educational material such as signage and videos will be utilized by NY Mills UFSD. Training videos made available by the Safe Schools, an online training service provided by The Utica National Insurance Group and others created by the OHM BOCES Safety Office. These training materials will be presented to staff and students. All staff will be instructed to observe for signs of illness in students and other staff members. The District will work with the Oneida County Health Department (OCHD), the district physician, the school nurse, and the OHM BOCES Safety Office to develop all training materials. Specific areas of training to be addressed will include:

- General COVID-19 Awareness
- Proper Hand and Respiratory Hygiene
- Proper Wear and Care of Face Coverings

GENERAL PRACTICES

The following procedures are subject to change dependent upon amendments in NYS Laws and Regulations and NYSED, CDC, and DOH guidelines.

COVID-19 remains a major area of concern; therefore, all staff, students, and visitors to NY Mills will adhere to all the safety and hygiene guidelines as outlined by NYS, CDC, DOH, and NYSED.

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures related to illness, cleaning and disinfecting, work meetings and travel
- Stay home if sick, except to get medical care
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails
- Avoid handshaking, fist bumps, high fives, etc.
- Minimize handling/sharing of objects and materials
- Get vaccinated
- Cough/sneeze into a tissue you dispose of immediately, or into the crook of the elbow, not the hands
- Practice personal hygiene protocols at all times, but especially while on district premises.

Personal Hygiene

Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs.

Wear and Care of Face Coverings/Masks

- Face covering/masks shall be worn by all building occupants unless precluded by medical conditions (documentation will be required)
- While on district premises, you must have in your possession a face covering/mask at all times
- You must wear face coverings/masks at all times in the hallways, bathrooms, and common areas.
 - Cloth or disposable face coverings will be provided by the district if needed
 - Disposable face covering should not be laundered but disposed of properly
 - Face covering care will be the responsibility of the employee
 - Staff and students may wear their own cloth face covering or face covering/mask
- When wearing it, the face covering must cover your nose and mouth completely
 - Fit snugly but comfortably against the side of the face
 - Fully cover the mouth and nose
 - Be secured with ties, elastic or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without significant restriction
 - Be able to be laundered and machine dried without damage or change to shape

Proper Care of Face Coverings

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering.
- If face covering/masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask.
- Face coverings must be completely dry before wearing.

Hand Hygiene

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in a public place
- Use hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol, if soap and water are not available. Additionally, employees should:
 - Wash hands or use 60% ethanol or 70% isopropyl alcohol after putting on or taking off the face covering
 - Wash your hands frequently with soap and water or use 60% ethanol or 70% isopropyl alcohol hand sanitizer
 - Practice hand hygiene protocols at all times, but especially while on district premises

Do Not Come to Work or School If:

- You have tested positive for COVID-19 or a presumed diagnosis by your physician or other healthcare provider
- You have been in contact with a person with an actual positive COVID-19 test or presumed COVID-19 diagnosis by their healthcare provider
- You feel sick
 - Contact your physician or local healthcare provider to discuss your medical condition
 - Notify your supervisor immediately

EMERGENCY RESPONSE and DRILLS PROTOCOLS

All emergency response protocols in place prior to the COVID pandemic will continue to be best practice and will be maintained.

Emergency Response Protocols:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

Shelter-In-Place

Identify areas that will be used for the Shelter-in-Place along with areas that cannot be used for due to certain types of environmental hazards (i.e.: high winds, tornado, etc.).

- Social distancing between students and staff will be maintained
- Use of face coverings throughout the event will be mandated

Hold-In-Place

- Social distancing between students and staff will be maintained
- Use of face coverings throughout the event will be mandated

Evacuation

- Areas outside of the building that will allow 6 feet of separation of students and staff will be identified and communicated. The OHM BOCES safety office will assist in this planning
- Face coverings should be worn at all times
- Staff will be instructed to bring all necessary items including additional face coverings and hand sanitizer

Lockout

- Social distancing between students and staff will be maintained

Lockdown

- If there is not room to social distance without being in the line of sight, social distancing protocols will be violated in an effort to maintain safety
- Face coverings should be worn at all times
- Extra face coverings will be available in the event that a person does not have one

FACILITIES/OPERATIONS and MAINTENANCE

The Operations and Maintenance Department shall be responsible for the following:

- Ensuring that proper signage is posted in multiple places.
- Ensuring the proper deep cleaning and disinfecting in accordance with all CDC and DOH guidelines are occurring during the school day, after school and weekends.
- Ensuring that all mandated safety codes are in compliance (i.e. fire code, lead testing in water, etc.)
- Ensuring that all PPE is ordered, in stock and available.
- Ensuring the proper operation and maintenance of the HVAC system (see specific section on HVAC system below).
- Ensuring safety and security of all school grounds.
- Developing specific cleaning procedures and logs.

Cleaning & Maintenance Staff

- Maintain social distancing as much as possible.
- Wear all PPE as advised.
- Use all chemical cleaners and disinfectants in the manner recommended by the manufacturer, CDC and NYSDOH.
- 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.

School Business Official and Maintenance Staff Will Jointly

- Ensure compliance with the 2015 Building Condition Survey
- Oversee the lead-in-water testing
- Ensure all hand sanitizing machines are installed in accordance with all applicable rules and laws
- Ensure that all toilets and sinks meet all minimum standards
- Ensure that all buildings have adequate drinking water available
- Ensure that all HVAC systems and ventilation are adequate, meet code and are operating in the most efficient manner.

HVAC System

The District will work with its architect to ensure the following:

- Building ventilation systems are evaluated and adjusted to run according to optimal manufacturer recommendations and will have daily and/or monthly inspections.
- Occupied areas shall be provided with mechanical ventilation of at least 40 cfm per occupant of outside air which equates to a complete air exchange 13-15 times per hour.

CHILD NUTRITION

Kitchen and Cafeteria

Food Service Staff Should:

- Maintain social distancing as much as possible.
- Wear face coverings and all appropriate PPE at all times.
- Follow [US CDC Guidelines for Cleaning and Disinfecting Your Facility](#)
- 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.

Food Preparation Areas and Contact Surfaces

- Whenever possible, we will minimize shared workspaces.
- Whenever possible, we will dedicate employees to certain tasks, at separate workstations, for the task duration.
- 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.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves and wash hands right away

Physical/Social Distancing in a kitchen/cafeteria setting

- Tables will be arranged so they are at least 3-6 feet apart, when practical.

Cafeteria

- PPE and adequate cleaning supplies will be available.
- Ensure adequate cleaning and disinfection of tables between each use.
- Avoid sharing of foods and utensils.

- All students will be provided opportunities and strongly encouraged to wash hands before and after eating.
- All students are discouraged from sharing any food or beverage items.
- Students walk through the line socially distant.
- Students eat socially distanced in any area where food is present.

TRANSPORTATION

The New York Mills Union Free School District will make **every effort** to maintain social distancing on all school buses whenever practical. Students will be expected to wear face coverings during transit and will sit one student per seat when possible. Two per seat will be permissible when necessary to do so. CDC mass transit guidelines will be followed.

Students will be expected to wear a face covering when boarding the bus. If a student does not have a face covering, a mask will be provided. Students should board the bus and move to the back to fill the seats from back to front. Students will exit the bus with students in the reverse order, meaning front to back.

Roles and Responsibilities

Transportation Supervisor

- Ensure employees are equipped with proper Personal Protective Equipment (PPE) and protective measures to keep them safe.
- Ensure that there is no hand sanitizer on any busses.
- 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 and communicate the self-screening program for staff before coming to work.
- Be prepared for a lack of drivers due to increased absences. Have an established protocol established in advance to address these absences.

Employees

- Self-screen before coming to work. Do not come to work if sick.
- Maintain social distancing as much as possible.

- Wear an appropriate face covering that covers the mouth and nose when social distancing measures cannot be maintained.
- 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.
- Use gloves when having direct contact with any child.

Density Reduction, Social Distancing, Bus Capacity

- Parents are strongly encouraged to transport their children to decrease the density on the buses.
- As a density reduction strategy, the New York Mills Union Free School District will seat only one student per seat when possible, but will seat two per seat when necessary
- Students and staff will wear face masks at all times
- Students will be expected to ride the same bus every day instead of moving from bus to bus.

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
- 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
- Document and submit all cleanings/inspections (via trackable log)

SOCIAL and EMOTIONAL LEARNING

The Positivity Project's main tenet is to train and teach young people how to create and maintain positive relationships and provides the framework of the social/emotional curriculum. The Positivity Project is completely aligned to the New York State Social Emotional Learning Standards. Research supports the development of the 24 Character Strengths, which in turn positively impacts the student's ability to form and maintain positive relations, improve achievement, empathy, and resilience. Through a deeper understanding of the character strengths, interaction with the school and community, students are able to develop and maintain positive relationships, understand and appreciate others, as well as improve his/her self-awareness and self-confidence.

This initiative began with training all staff members on the research and building confidence with the 24 Character Strengths. The teachers can continue to pursue other trainings made available on the P2 website to deepen their knowledge and understanding of the curriculum. Each grade level K-8 has a specific, leveled curriculum with daily activities and lessons. Grades 9-12 have a broader range of topics to foster creativity and enthusiasm surrounding the character strengths. The concept in high school is to allow students to use their understanding of the Character Strengths to facilitate their discussions about how these strengths are reflected every day in society. The elementary faculty delivers the Positivity Project curriculum every day in a 10-15-minute window. The secondary faculty delivers the Positivity Project curriculum during homeroom. There is a P2 Committee that has worked on improving that delivery, as well as supporting the initiative in other ways throughout the building. The staff has improved the overall appearance through the development of various bulletin boards dedicated to character strengths, as well as 'celebrating' and recognizing the success of students. The committee also sponsors a community spaghetti dinner inviting parents to come in to learn more about the program.

The New York Mills Union Free School District's counseling plan further expands on the details of services available to students, parents, and staff. The counseling plan can be found at: <https://www.newyorkmills.org/Page/2095>

INSTRUCTIONAL PLAN

School Schedules

Students greatly benefit from in-person instruction as opposed to virtual or remote instruction. The NY Mills UFSD provides a safe and supportive learning environment that intends not only to meeting the academic needs of all students but also to meeting the social and emotional needs of all students. The District also helps to provide critical service and supports to kids and their families. We believe that this is best done when we have the ability to meet with our students in a face to face setting each day. For these reasons, as long as we are allowed to do so by our local and state departments of health and SED we will provide in-person instruction for all students each day during the 2021-22 school year and we will no longer be offering an unrestricted access to virtual instruction.

If students have a documented medical need and are unable to attend in-person instruction they will be asked to arrange a meeting with school officials. We will meet with the families involved and attempt to come to a consensus as to the best approach for alternatives to in-person instruction. However, any virtual instruction options that may be employed, if any are to be employed, will be asynchronous. We have always worked with families in the past if students were unable to attend in-person instruction, and we will commit to doing so again.

Attendance

Daily student attendance is critical, especially when students are at home, during this uncommon time. Attendance records will be maintained for all instances when students are expected to be “in class” whether in the classroom or connected remotely from home. Student attendance will be guided by the district Attendance Policy. Though good student attendance is critical, students should always be kept home from school when they are experiencing any symptoms of illness. The following will take place daily:

- Every teacher will record attendance daily on our Student Management System whether instruction is delivered in school or remotely.
- The attendance aide will make a phone call home to check in with students not logged in or virtually present.
- Building principals will analyze attendance weekly and implement a tiered approach to avoid potential chronic absenteeism

Chronic Absenteeism

Extensive research indicates that missing ten percent of school days tends to be the “tipping point” when student achievement declines. Chronic absence, or absenteeism, is defined as missing at least ten percent of enrolled school days, which in New York State is eighteen days per school year, or two days per month. Chronic absence includes all absences from instruction, both excused and unexcused. It is essential for school attendance policies to focus on the academic consequences of lost instructional time and for the school procedures to address absences before students fall behind in school. During these challenging times, the development of positive school relationships may be a lifeline for students disconnected from school. Although flexibility is recommended when monitoring attendance in a remote instructional model, for students who have not engaged in remote learning and school staff outreach to parents/guardians has been unsuccessful, New York Mills will utilize a variety of methods of reaching out to families including the following:

- Phone calls to families are often the simplest solution and provide an immediate opportunity to offer resources and assess student and family needs.
- Where families do not respond to phone calls, texting may offer a lower-stress alternative and a subsequent phone call can be arranged.
- Seeking out adults in the school who have established a connection with the student and/or family may yield improved results. Counselors, coaches, social workers, and psychologists are often logical choices, in addition to teaching staff. Social media contact or using friends to reach out can also be effective strategies.
- Attendance committees will meet virtually and work collaboratively with parents to address and create a plan to address improving student chronic absenteeism
- Attendance letters will be sent on a quarterly basis to families.
- Students not in compliance with the New York Mills Union Free School District’s Attendance Policy will be referred to the attendance committee at the secondary level.

Instructional Technology and Connectivity in the event of a transition to Remote Instruction

The goal of the New York Mills Union Free School District is to provide mobile technology devices to all students and staff needing one. Everyone is expected to sign the Acceptable Use Policy as defined by the Board of Education. For those without internet access in the home, and need access for remote learning, the district will provide “Hot Spots.”

When receiving devices back from students and staff, the IT department will execute the following protocols:

- Wear appropriate PPE
- If device needs to be serviced, or is not immediately needed, it will be stored for 3-4 days
- Identify that the device is complete and intact
- Follow technology guidelines in the cleaning of devices
- Aerosols should not be used on devices
- When handing off devices, keep socially distant if able or wear appropriate PPE. If possible place device on a surface and step back, allowing the user to retrieve the device

Sharing of devices should be avoided whenever possible.

The NY Mills UFSD will be prepared to transition to remote instruction should the need arise. The principals will communicate with all parents and guardians to determine which students need a school assigned computing device, such as but not limited to, Chromebooks, iPads, Laptops, and Calculators for home use in the event of virtual or hybrid instruction.

Continuity of Learning

In the event schools are forced to close, instruction for all students, K-12, will continue in a virtual manner. Google Classrooms will be set up for each class and all students will have school issued devices before the school year begins. Devices will be provided to each student in September and Acceptable Use Policy Acknowledgements will be required.

General Instruction

The New York Mills Union Free School District plans to instruct all K-12 students on-site for a full day each day. All students will be in classrooms that will have seating arranged to meet social distance criteria. Students and staff will be required to wear their masks at all times while in the classroom or in hallways. If students are working in close proximity to service providers, classroom teachers, or other students, a mask must be worn by each person.

Learning Materials and Content

The New York Mills Union Free School District uses multiple types of learning materials, software, and other means to relay content in the event of a school closure. These learning materials include but are not limited to:

- Discovery Learning
- iXL Math
- RazKids
- Oneida-Herkimer-Madison BOCES Library Media Services
- Oneida-Herkimer-Madison BOCES Regionally Developed Digital Curriculum
- Kahn Academy
- Google Expeditions
- Physical copies of texts

These materials are made available to students and families through one of two learning management systems adopted by the District; Agilix Buzz or Google Classroom. Agilix Buzz is provided and supported through Oneida-Herkimer-Madison BOCES as well as used to disseminate the regionally developed digital curriculum.

Teacher/Student Interface

The District recognizes the importance of continuity in a child's education. In order to minimize any educational impact during a hybrid and in-person schedule the district utilizes both synchronous and asynchronous virtual instruction. Asynchronous learning occurs through one of two District adopted LMSs; Agilix Buzz and Google Classroom.

Communication with students occurs consistently through feedback provided on the LMS or via email. Student attendance and participation are tracked through student participation logs by individual teachers. Students are expected to participate in learning every weekday. In accordance with District's Grading Policy and in order to receive grades and credit, students must attend daily classes and complete the course requirements. Evidence of learning may include discussion boards, work submitted online, performance tasks, and other online assessments.

Classroom Considerations

To the extent possible, the New York Mills Union Free School District will:

- Designate classrooms that house the same students (cohorts) where teachers rotate
- Arrange all instructional and non-instructional rooms in the school to comply with social distancing standards to the maximum extent possible
- Have soap, water, hand sanitizer, and tissues readily available
- Assign lockers, cubbies, etc. to comply with social distancing standards to the maximum extent possible
- Open windows whenever possible to air out rooms

- Students will bring, or have provided, classroom supplies such as pens, pencils, highlighters, etc.
- Teachers may need to clean/disinfect frequently touched surfaces with disinfecting wipes during the day. Custodial personnel may not be readily available to provide this service
- Secondary students will be encouraged to wipe down their personal belongs and desk before and after use
- Where possible, soft surface furniture and accessories will be removed
- Science teachers will develop procedures for shared equipment, i.e. samples, microscopes, etc. Plans should include procedures for cleaning and storing.

Teacher and Principal Evaluation

The New York Mills Union Free School District will adhere to the previously negotiated 3012-d APPR plans for teachers and principals. If amendments are to be made to the plans, they will be negotiated and Board of Education approved and in accordance with SED guidelines.

Certification, Incidental Teaching, and Substitute Teaching

The New York Mills Union Free School District will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations through the Superintendent of Schools. We will access personnel information through the COGNOS Reporting System utilizing the Students Information Repository System(SIRS)for updated information.

SPECIAL EDUCATION

Free and Appropriate Public Education (FAPE)

Parents will choose their preferred mode of instruction, based on the district's reopening plan, and will be provided general and special education instruction either in combination of in-person and remote learning (hybrid), or remotely, by their general and special education teachers and related service providers. Staff will collaborate with parents to provide services to the greatest extent possible, consistent with IEPs, and will document these services on the selected district forms and contact logs. BOCES and Out of District placements will also provide individual documentation.

Special education teachers and service providers will communicate with parents/guardians regarding the provision of services and the parent's selected mode of instruction or services (hybrid or remote). Teachers and/or service providers will document communication with parents/guardians. Teachers will maintain communication logs throughout the year. Progress reports will be provided quarterly to document student's progress toward IEP goals.

Students attending out of district programs will be provided the options those programs develop, and the district will support those models of instruction. Out of District placement and CPSE providers will document their provision of FAPE and communicate that with the school district and CSE office, as well as parents. Providers will continue to use quarterly reporting mechanisms employed by those providers. Providers will use the Clear track contact log to maintain records of parent interaction and student participation in programs. The District will work with outside providers to ensure students have necessary technology/resources to access their education.

Programs and services will be provided to the greatest extent possible based on the student's IEP and the method of delivery, including adaptations to accommodations and modifications in students' IEPs to ensure access to their education. District staff can provide technical support to students. Staff will collaborate with parents to provide services to the greatest extent possible, consistent with IEPs, and will document these services, as well as any adjustments to modifications and accommodations to ensure FAPE on the selected district forms and contact logs.

BILINGUAL EDUCATION and WORLD LANGUAGES

The New York Mills Union Free School District will complete the English Language Learner (ELL) identification process within 30 days of the start of the school year for all students who enrolled during the COVID-19 school closure, as well as all students who enroll during summer 2020 and during the first 20 school days of the 2020-21 school year. After this 20-day flexibility period, identification of ELLs will resume for all students within 10 school days as required by NYSED Commissioner's Regulations Part 154.

The New York Mills Union Free School District will provide all ELLs with the required instructional Units of Study based on their most recent NYSESLAT testing and measured English language proficiency level. English Language Learners in grades Kindergarten through grade 6 will receive both in-person or remote instruction with their general education cohort. English Language Learners in grades 7-12 will receive in-person instruction combined with remote instruction on a rotating basis.

English Language Learner teachers will collaborate with parents to discuss their child's education in the instructional preference chosen by the parent. Parent's will receive documentation and communication describing their child's education in their preferred language or mode of communication. The New York Mills Union Free School District will continue to utilize translating services, as needed, to ensure parents are able to communicate with staff.

ADDENDUM

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website:

<https://coronavirus.health.ny.gov>

New York State Education Department Coronavirus (COVID-19) Website:

<http://www.nysed.gov/coronavirus>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website:

<https://www.osha.gov/SLTC/covid-19>