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# New York Mills Union Free School District Reopening Plan

Guidance for School  
Reopening

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**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. Surveys have been sent to parents and students both during the spring 2020 shut down and during the recent reopening planning. Virtual and in-person meetings were, and are currently being held with teaching staff, transportation staff, buildings and grounds staff, and cafeteria 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.

**HEALTH and SAFETY**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:

- **Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Personnel must wear acceptable face coverings whenever they are in another person's presence.**
- 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 6 ft. of spacing in commonly used and other applicable areas on the premises (e.g. clock in/out stations, health screening stations, reception areas). Hallways divided with tape allowing visual reminder of which side of the hall to walk on
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Common situations that may not allow for 6 ft. of distance between individuals:

- Custodial and Maintenance Work
- Food Preparation and Distribution
- Student Services such as Physical Therapy, Occupational Therapy, Speech, etc.

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

- Hybrid work models and various modes of instruction will be implemented to allow for maximum social distancing
- Configure work spaces to allow maximum social distancing
- Adequate personal protective equipment (PPE) is available to staff, students, and visitors
- **Personnel, students, and visitors must wear appropriate face coverings at all times.**
- Face coverings must be worn at all times while away from one's work area
- 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 6-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
- Limit nonessential visitors to all school buildings, including Beekman Gym and transportation facilities
- Hold all parent meetings and other meetings by phone/virtual conferences
- Cancel all public use of school facilities
- Avoid the use of shared items at sign-in
- Plastic protective barrier in place at reception area
- Request that, whenever possible, visitors make appointments ahead of time
  - Confirm the necessity of the visit
  - Phone calls, e-mail, mail, or video conference should be used whenever possible, even if this means turning someone away at the door
- 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.

Meetings:

- Virtual meetings will be held to the extent possible
- In person meetings will be limited to comply with NYS guidance. In addition, meeting set-up will be configured to allow for a minimum of 6' for social distancing purposes
- Meetings held in person will not include open snacks or food in order to reduce the likelihood of close contact. Any food will be individually packaged to eliminate sharing of serving utensils
- Building use form must be filled out to ensure custodial staff is aware of meeting and can properly disinfect between scheduled meetings
- Lingering and socializing before and after meetings should be discouraged

### Faculty and Break Rooms

- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate
- Faculty and break rooms will be supplied with hand sanitizer and wipes along with signage asking employees to wipe down areas before and after use
- Congregating in faculty and break rooms should be discouraged. Extra furniture will be removed or wrapped to discourage seating

### Copier Room/Main Offices

- Congregating in copier room and main offices should be discouraged
- Hand sanitizer and wipes, along with signage asking employees to wipe down areas before and after use will be provided

### Restrooms

- Restrooms that allow for more than one occupant at a time will have signage posted to enforce social distancing and wearing of proper face covering at all times

### 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
- Staff and students are encouraged to utilize their own face coverings
- Disposable facemasks will be available at main entrance, offices, and classrooms
- An ample supply of facemasks will be available and the district will purchase additional masks as necessary
- 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

## **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
- Post signage in hallways, bathrooms, and common areas that details proper techniques
- 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

### Common School Specific Shared Objects and Frequently Touched Areas

- Touching of shared objects and surfaces is discouraged
- Efforts will be made to limit use of certain shared tools/equipment to one individual

### Examples of frequently touched areas in schools:

- Classroom desks and chairs
- Lunchroom tables and chairs



- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Handles on equipment (ex. Athletic equipment)
- Buttons on vending machines and elevators
- Telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails

Frequently touched surfaces and objects will be cleaned and disinfected several times a day as needed to reduce the risk of germs on surfaces and objects. Staff and students will be encouraged to wash hands prior to and following exposure to frequently touched areas.

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. The New York Mills Union Free School District is implementing a 1:1 ratio of devices to students and staff to discourage the sharing of devices.

### Restrooms

- Place signs asking staff and students to wash hands before and after using the restroom
- Restrooms will be cleaned and disinfected each night and following lunch hour

### 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.

### Staff

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 the following:

- Have you been in contact with anyone who has exhibited symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days?
- Have you exhibited symptoms of COVID-19 or tested positive for COVID-19 in the last 14 days?
- Have you had an elevated temperature of greater than 100.0° F in the past 14 days?
- Have you traveled out of the country or to a state listed on the NYS Travel Advisory in the past 14 days?
- Staff will be asked to take their temperature at home and answer the question: Is your temperature greater than 100.0° F?
- Symptoms include:
  - Cough, Shortness of breath or difficulty breathing, Fever, Chills
  - Muscle pain, Sore throat, New loss of taste or smell
  - This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Staff members who are unable to complete the digital survey will be required to go directly to the Secondary Nurse's Office to have their temperature checked and answer the screening questions. If the Secondary Nurse is not in, staff should report to the Elementary Nurse's Office for screening.

Any staff member who responds affirmatively to any of the five questions while at work will be required to leave work immediately. The staff member will notify their supervisor immediately. Return to work will be in accordance with [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) issued by the NYS DOH.

Visitors

In an effort to minimize the number of non-employee adults to the campus, the New York Mills Union Free School District will limit visitors to its facilities to the extent possible. Individuals will be encouraged to consider the purpose of their visit, and when possible, conduct business via email, telephone, video, or other remote means. Visitors to the New York Mills campus will have their temperature checked and answer the screening questions asked of staff members. 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.

All deliveries will be dropped off to the bus garage.

Students

A digital and paper format will be utilized to screen students prior to their leaving home for school in an effort to minimize students congregating when arriving at school and to prevent those who may be experiencing symptoms from entering the school building. The digital or paper submission will require parents to answer the following:

- Has your child been in contact with anyone who has exhibited symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days?
- Has your child exhibited symptoms of COVID-19 or tested positive for COVID-19 in the last 14 days?
- Has your child had an elevated temperature of greater than 100.0° F in the past 14 days?
- Has your child traveled out of the country or to a state listed on the NYS Travel Advisory in the past 14 days?
- Parents will be asked to take their child's temperature at home and answer the question: Is your child's temperature greater than 100.0° F without taking any fever-reducing medications?
- Symptoms include:
  - Cough, Shortness of breath or difficulty breathing, Fever, Chills
  - Muscle pain, Sore throat, New loss of taste or smell
  - This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Students entering school who have not completed screening will stand in hallway outside of cafeteria for those students eating breakfast, or in elementary gymnasium for students bused but not eating breakfast, for temperature checks.

Students being dropped off by parents that have not been screened 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.

Students who have tested positive, or replies affirmative to any of the screening questions will not be allowed in school. The respective school nurse will serve as liaison for parents for contact regarding when student may be allowed to return to school. The school nurse will notify the student's parents and notify the Superintendent.

Any student who becomes ill during the school day will be moved to the secondary 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.

### 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.

### Management of Ill Students

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

### If Students 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.

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must 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 six feet.

- Students will be escorted from the isolation room to the parent/guardian
- The parent/guardian will be instructed to call their health care provider
- Symptomatic students will be advised to follow [CDC's Stay Home When You Are Sick Guidance](#) unless directed otherwise 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.

- Nurses will be aware of the symptoms for Multisensory Inflammatory Syndrome in Children (MIS-C) associated with COVID-19 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
  
- New York Mills Union Free School staff will call 911 following district policies, for any student showing any emergency warning signs of MIS-C or other concerning signs such as:
  - 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 should notify the Oneida County Health Department to determine what steps are needed for the school community.

### High Risk Individuals

The New York Mills Union Free School District will meet with all staff and the families of any student considered high risk. Every attempt will be made to make the appropriate accommodations to meet the needs of the individual. For any student whose needs cannot be met, remote instruction will be an option.

### Return to School or Work After Illness

The New York Mills Union Free School District will follow CDC guidance when allowing a student or staff member to return after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider with COVID-19, they may return to school or work:

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

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

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommends 14 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.

### **COVID-19 Testing**

The District will comply with CDC guidance and 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 health department.

The following testing sites are available in Oneida County. These sites do not require a physician order for an exam. Urgent Care centers may conduct an exam prior to providing a test.

- **Griffiss International Airport Utica/Rome**

[800 Ellsworth Road, Rome, NY 13441](#)  
(888) 364-3065

APPOINTMENT IS REQUIRED. Individuals who would like to be tested must make an appointment by calling NYS COVID-19 Hotline 888-364-3065. NO WALK-INS allowed. All patients must remain in the vehicle.

- **Rite Aid on Commercial Drive (Federal Testing Site).**

4854 Commercial Drive New Hartford, NY 13413  
Local Phone: (315) 736-5232

Tests by appt. only and at no charge, drive through. 18 years or older: results in 2-7 days

- **Primary Urgent Care**

**Conducts rapid results testing:** Anyone wanting rapid result testing for COVID-19 has to be 6 years of age or older. PCR Testing is available for children under 6 years of age. Anyone wanting a test for return to **work, back to school, surgery, or travel** will have to get prior -authorization from the insurance company (showing their name, DOB in writing) sent to Primary Urgent Care prior to being swabbed. Primary Urgent Care *does not accept scripts as authorization.*

1904 Genesee Street Utica, NY 13501 (315) 804-6800

130 W Albany Street Herkimer, NY 13350 315) 634-6647

- **WellNow Urgent Care Centers: testing results in 3-5 days**

Tests will be administered to those who display symptoms or have been exposed to COVID-19. Wait times are listed on the WellNow website.

[230 North Genesee Street, Utica, NY 13502](#)

[4754 Commercial Dr, New Hartford, NY 13413](#)

[103 W Dominick St, Rome, NY 13440](#)

- **St Elizabeth Medical Center:**

St. Luke's Campus: 1656 Champlin Ave, Utica, NY  
Must make appointment - call 315-624-6000

Must meet criteria-contact the medical center for details.

## **Contract Tracing**

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The New York Mills Union Free School District will cooperate with state and local health departments contact tracing efforts, including notification of potential contacts, such as other staff members, visitors, and contact parents of any student that might have been exposed. All confidentiality, as required by state and federal law and regulations will be followed. To assist public health



departments in knowing who may have had contact at school with a confirmed case, the district will:

- Keep accurate attendance records of students and staff members
- Ensure student schedules are up to date
- Keep a log of any visitors which includes date, time, and where in the school they visited
- Assist 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

#### Oneida County Health Department Contact Information

Name: Phyllis Ellis

Phone: 315-798-5220

Email: [pellis@ocgov.net](mailto:pellis@ocgov.net)

#### Steps to Take If an Employee is Ill

- Ask, “Are you experiencing COVID-19 like symptoms?”
- If experiencing symptoms, direct the employee to stay home.
- Any employee experiencing COVID-19 symptoms is asked to call the superintendent and notify her. She will ask if they intend to be tested for COVID-19 based upon the symptoms. Seeking a diagnosis is necessary to be eligible for emergency sick leave benefits under FMLA.

If an employee calls in and states that they have tested positive for the COVID-19 virus, the following steps should be taken:

- Ask if they will be contacting the county health department
- Ask them if they give us permission to contact the county health department. If they object, note it, but the District will still contact the county health department

Confidentiality will be maintained as required by federal and state laws and regulations. The New York Mills Union Free School District will not try to determine who is to be excluded from school based contact without guidance and direction from the local health department. New York Mills Union Free School District will comply with CDC and NYSDOH recommendations and:

#### Disinfection of Contaminated Areas

To ensure the school district and staff comply with disinfection requirements, the New York Mills Union Free School District will do the following:

- Cleaning and disinfection of building will follow CDC guidelines which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who tested positive, or exhibited symptoms
- Open windows to increase air circulation
- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available
- Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
- If possible turn off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use
- Workers without close contact with the person who is sick can return to work immediately after disinfection
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment

### 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 at New York Mills Union Free School District. Videos made available by the Safe Schools service provided by Utica National

Insurance Group and others created by the OHM BOCES Safety Office will be presented to staff and students. 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
- Operating Procedures and PPE Awareness
- Proper COVID-19 Social Etiquette
- N-95 Respiratory Protection Training
- COVID-19 Proper Cleaning Awareness
- Exposure Control Training

## GENERAL PRACTICES

Staff and students should take the following steps to protect themselves at school:

- Follow the policies and procedures of the employer 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 cash, credit cards, and mobile or electronic devices when possible
- Avoid all non-essential travel

### Maintain social/physical distancing

- Practice social/physical distancing at all times but especially while on district premises
- Do not congregate a lot of people in an area (refer to NYS guidelines for this)
- Keep six (6) feet away from other persons and do not go near anyone with respiratory symptoms of cough, fever, difficulty breathing, or other flu-like illness.

### Personal responsibility

- Avoid touching eyes, nose, and mouth
- Cough/sneeze into a tissue you dispose of immediately or into the crook of your elbow, not into your hands
- Practice personal hygiene protocols at all times but especially while on district premises
- Personal hygiene:
  - Staff and students should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol
  - After blowing one's nose, coughing, or sneezing
  - Before, during, and after preparing food
  - After using the toilet
  - After touching trash
  - Before and after the school or work
  - After touching objects that have been handled by others

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 it immediately when in the presence of another at all times. The face covering absolutely must be in place before having any close contact and all the while you are having close contact with any other person. Close contact is defined as within six feet of another person (common hallways, restrooms or other 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
  - Staff and students may wear their own cloth face covering or face covering/mask
  - When wearing it, it 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

*Should cloth face coverings be washed or otherwise cleaned often? How often?*

Yes. Face Covering/masks should be washed daily.

*How do you safely sterilize/clean a cloth face covering?*

- 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.

*How do you safely remove a used cloth face covering?*

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands for 30 seconds immediately after removing the mask. Be sure not to touch the outside of the mask when removing.

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% alcohol, if soap and water are not available.

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 - COVID-19 Adapted (Evacuation Drills & Lockdown Drills)**

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including evacuation and lockdown drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled.

### **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.). Shelter-In-Place protocols will be the same with the following changes:

- Provide 6 feet of space between students and staff during the Shelter-In-Place
- Use of face coverings throughout the event may be considered
- If 6 feet between staff and students cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Hold-In-Place**

Hold-In-Place protocols will be the same the following changes:

- Provide 6 feet of space between students and staff during the Hold-In-Place
- Use of face coverings throughout the event **must be worn**
- If 6 feet between people cannot be achieved, face coverings should be worn at all times during the event
- Plan to have extra face coverings on hand in the event that a person does not have one
- Listen for updates and respond accordingly

### **Evacuate**

Evacuation protocols will be routinely the same with some minor adjustments:

- Identify areas outside of the building in advance that will allow 6 feet of separation of students and staff. Verify that students and staff will not impede emergency responders

- In effort to get all staff and students out of the building as quickly and efficiently as possible, face coverings should be worn at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task may be assigned to holding the door for one or more classrooms or until confirmation that everyone has vacated the building
- As written in the established protocols, bring all necessary items needed and consider adding the following items: extra face coverings, in the event a face covering becomes unusable and hand sanitizer
- If no extra face coverings are available, instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event

### **Lockout**

Lockout protocols will be the same, besides maintaining 6 feet of space between students and staff in the area.

### **Lockdown**

During a Lockdown, there will be a violation of the 6-foot recommendation between people. In order to protect life safety, lockdown protocols will be mostly the same process as they have been conducted in the past.

- Evaluate, in advance, if there is room to social distance without being in the line of sight
- Face coverings should be worn during the event at all times
- Plan to have extra face coverings on hand in the event that a person does not have one
- Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event



**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.

## **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 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.

#### Breakfast, Elementary and High School- Limited menu, cold/shelf stable options

- Students walk through the serving line before 1st period to pick up their grab and go breakfast meal to bring it back to the classroom.

- This prevents instructional staff from having to handle money and record meals served.
- Breakfast participation is traditionally low in districts where all students do not eat free, so socially distancing is plausible
- In districts where participation is higher, alternative serving kiosks could be added
- Item to consider: to-go breakfasts distributed the day before. Students could take a breakfast home with them for the next day, eat before school, eliminate need for one meal in the classroom
- If not universally free, prepayments required, online prepayments (myschoolbucks) preferred

Elementary Lunch- Modified menu, 4-5 choices, students walk through service line

- Students place their lunch order as soon as possible in the day.
  - Google Forms or a paper form will work.
- Students come through serving line as cohorts, line is wiped down between classes
- Students can eat in the cafeteria or classroom
- Options will include 5 daily item choices; 1. a hot packaged item i.e. a burger wrapped in foil, or chili in a cup with lid, 2. deli sandwich, 3. PBJ, 4. salad, 5. party plate.
  - Special attention and accommodations made for nut free classes
- Students will indicate to server what side items are desired- no self service
- Students self-report last name or pin number to cashier
- Limited a la carte items possibly available
- If not universally free, prepayments required, online prepayments (myschoolbucks) preferred

High School Lunch: Modified menu

- Explore pre-ordering options- especially helpful if students are coming through line in predetermined cohorts at predetermined times
- Students walk through the lunch line socially distanced
- Students eat socially distanced in the cafeteria, or gym
- Options will include daily item choices; 1. One or two hot packaged items i.e. a burger wrapped in foil, or chili in a cup with lid, 2. Assorted deli sandwiches and wraps, 3. PBJ, 4. Salad
- A la carte items available
- If not universally free, prepayments required, online prepayments (myschoolbucks) preferred

Hybrid- Meals for Remote Learning- Grab and Go:

- Students will sign-up/pre-order and pick up meals for days they will not be in school on their way out of the building.
- 1 or 2 choices- ready to eat or ready to heat
- If not universally free, prepayments required, online prepayments (myschoolbucks) preferred

Fully Virtual- Meals for Remote Learning- Grab and Go:

- Grab and Go breakfast and lunches available in same/similar ways as spring and summer 2020
- 1 or 2 choices- ready to eat or ready to heat
- Distribution to homes via bus routes and/or pick up locations
- If not universally free, prepayments required, online prepayments (myschoolbucks) preferred

## 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, with the exception of siblings and those living in the same household.

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, all students wearing masks
- 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 additional adult supervision (monitors) on buses to manage social distancing, when practical.
- Students will wear face masks while in transit.
- Limit rotation of substitute drivers and aides if possible.
- Students will be expected to have face coverings before boarding the bus but will not be denied access if they don't have one. One will be provided for them.
- Bus windows will be open, to the extent possible.
- There may be multi-tier runs, both AM and PM, in accordance with state guidelines and bus capacity.
- Students will be expected to ride the same bus every day instead of moving from bus to bus.
- More bus runs may be added, if necessary.
- Special needs transportation will be moved from small buses to large buses, where needed.

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

### 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

### General Instruction

The New York Mills Union Free School District plans to instruct all K-6 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 will not be required to wear masks while seated at their desks. If students are out of their seats, walking in hallways, using bathroom facilities, etc. masks must be worn. If students are working in close proximity to service providers, classroom teachers, or other students, a mask must be worn by each person.

Fully remote instruction will be considered for any student that will not attend school in person. The curriculum for both in person and remote learning will be consistent and aligned with New York State Learning Standards.

Elementary In-Person Instructional Plan:**Grades K-3:**

The students' day will be from 8:00 am to 2:30 pm. Classrooms have been configured removing tables and replacing them with desks that are socially distant. Special area teachers will travel to each classroom to provide instruction. For PE, students will be going outside whenever possible, or will be in the gymnasium to accommodate 12-foot social distancing requirement.

**Grades 4-6:**

The students' day will be from 8:30 am to 3:00 pm. Same configuration as K-3.

Any room that is not able to meet the social distancing criteria will be split into two sections, with half the class moved to a nearby classroom and lesson livestreamed into that classroom. Students will be supervised with a teaching assistant. Teacher(s) will rotate to the two rooms.

Elementary Remote Instructional Plan:

Oneida-Herkimer-Madison BOCES is the lead educational agency responsible for remote teaching and learning at the elementary level. BOCES is staffing the remote "classrooms" with certified grade-level teachers to teach the elementary program. These teachers are receiving specific professional development on how best to deliver instruction remotely. The curriculum is tied to the same NYS Learning Standards being taught at New York Mills.

Secondary Hybrid and Remote Instructional Plan:**Grades 7-12:**

Students in grades 7-12 will receive instruction through a hybrid model. Grades 7, 8, and 10 will attend two days, back to back on Monday and Tuesday. The other 3 days they will be at home with remote instruction. Grades 9, 11, and 12 will attend school on Thursday and Friday. The student schedules will be such that, within the two days, students will have met with core subject matter teachers.

Wednesdays will be devoted to teachers working with students who need additional help, office hours, parent conferencing, etc. The days that students will not be on campus-there will be asynchronous lessons-meaning not live-streamed, using google classroom, Zoom, or BUZZ etc. to meet and provide instruction. Students not on campus will have assignments with specific due dates and time to verify attendance and participation.

Virtual instruction for the entire year will be considered for any student with health issues or who feels uncomfortable attending in-person.

### 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.

### Continuity of Learning

In the event schools are forced to close, instruction for all students, K-12 will continue remotely. Google classrooms will be set up for each class and all students who need one, will have a school issued device. Acceptable Use Policy Acknowledgements will be required prior to a district device is given to a student.

### 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.

Instruction

At New York Mills Union Free School District, we realize that the transition to remote learning will not be simple. Teachers will need to consider how to best communicate, give instruction and provide feedback; how to design lessons and assignments that are authentic and meaningful; and how to ensure students continue to collaborate and communicate with others. The guidelines provided below are intended to help teachers across all schools reflect on challenges they may confront in our shift to our hybrid model of instruction:

- Keep to the prioritized curriculum
- Embrace this experience as a new opportunity for both you and your students
- Create and facilitate meaningful learning experiences
- Think differently about the use and meaning of assessments

Examples of remote learning the District supports to ensure continuity:

- Asynchronous instructional videos (Kahn Academy, iXL Math, Discovery Learning)
- Synchronous and scheduled virtual classes/discussions with both small and large groups (Google Meet)
- Synchronous and scheduled virtual supports for struggling students or those with IEPs (Google Meet, Zoom)
- Digital texts (Oneida-Herkimer-Madison BOCES Library Media Services, RazKids, OPALS)
- Physical copies of texts (class novels, books for young readers)
- Virtual field trips (Discovery Learning, Google Expeditions)

- Discussion boards and other virtual activities developed through a LMS

Teachers are provided continued professional development on technology use and modification of instruction for online delivery.

The same curriculum used in both on-site and virtual instruction will be consistent and aligned with New York State Learning Standards. The curriculum will be easily accessible by all students and monitored by the building administrators.

#### 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.

#### Continuity of Learning

In the event schools are forced to close, instruction for all students, K-12 will continue remotely. Google classrooms will be set up for each class and all students who need one, will have a school issued device. Acceptable Use Policy Acknowledgements will be required prior to a district device is given to a student.

#### 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**

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.



## **TECHNOLOGY and CONNECTIVITY**

### Instructional Technology

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.

### Library

- The library will comply with social distancing standards to the maximum extent possible
- Returned books will remain untouched for 24-72 hours on a cart prior to being returned to the shelf for redistribution
- Elementary Library time will occur in each classroom rather than having the class come to the library

The school district also recognizes that a small subset of students that do not have access to high speed internet. We will use an online form accessible from our school district’s homepage for parents/guardians and teachers/support staff to sign up for both hardware and or internet access in an effort to deliver consistent, reliable access to high-speed internet at a sufficient level to fully participate in online learning.