

West Canada
Valley Central
School District
2021-2022
Reopening Plan

Table of Contents

Introduction
Communication/Family and Community Engagement
Health and Safety
Facilities
Child Nutrition
Transportation
Social-Emotional Well-Being
School Schedules
Attendance and Chronic Absenteeism
Technology and Connectivity
Teaching and Learning
Career and Education Education (CTE)
Athletics and Extracurricular Activities
Special Education
Bilingual Education and World Languages.....
Key References.....

Introduction

At West Canada Valley CSD our primary commitment is to the students and families we serve. Our priority must be keeping them safe and in school. This School Reopening Plan will define clear guidance for the reopening of our school district and aligns with the regulations developed in collaboration with the Center for Disease Control (CDC), American Pediatric Association, and the NYS Education Department (NYSED).

The areas outlined in this plan represent the myriad considerations West Canada Valley CSD will address to reopen schools safely and to sustain their safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance student performance and address learning loss. An emphasis on the social-emotional needs of our students is a priority and therefore have addressed this within our plan.

This plan includes procedures that will be followed throughout the West Canada Valley Central School District

School District Website: <https://www.westcanada.org>

To be clear, the health and safety of our students, our staff, and their families is our top priority. We have developed a plan that intends to ensure that students and employees feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making as we move to open our schools.

The Superintendent of Schools, will serve as the district's COVID-19 Coordinator. Mr. Shepardson will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our students, families, staff, and community.

Guiding Principles

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families, educators, and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our students caused by school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

Communication/Family and Community Engagement

The district remains committed to communicating all elements of this reopening plan to students, parents and guardians, staff and visitors. The plan is available to all stakeholders via the district website and will be updated throughout the school year, as necessary, to respond to local circumstances.

As part of its planning for the reopening of schools and the new academic year, the district has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication modes – including *the district website, social media, emergency phone call system, email, text, board meetings, in-home mailings, and the district newsletter*– as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

West Canada Valley Central School District Goals:

- To encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings - a face mask covering the nose and mouth, when a social distance cannot be maintained.
- To provide regular updates about health and safety, scheduling, and all other information faculty, staff and families should be aware of.

- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

West Canada Valley CSD developed communication materials accordingly, including the creation of sample messages/letters for COVID-19 cases or potential cases for various school audiences. We will utilize communication methods used by the district to inform the school community. Information will be dispersed in a variety of platforms that include:

- District website
- Call list/ROBO Call
- Email blast
- Text Messaging
- Online training
- Correspondence (letters) to homes
- Social media accounts used by district
- Newsletter

Clear messaging will be prepared and consistently communicated before re-entry, on the first day, during the first week, throughout the first month, and continuously throughout the year.

Communication will provide information on the following topics:

- Who to contact with questions, concerns or suggestions. Empower people to make a positive difference and communicate the expectation for them to do so.
- The facts as we currently know them (NYSDOH, CDC).
- The importance of social distancing, monitoring symptoms of COVID-19 and when to remain home.
- Constant reminders for staff to stay home if they feel sick.
- Encourage and implement social distancing in bathrooms, break rooms, hallways, etc. Installing social distancing markers on the floors, etc.
- Practice proper hand hygiene. Staff is allowed to use hand sanitizer, but hand washing with soap and water for at least 20 seconds is still more effective. Hand sanitizer works best on clean hands.
- Encourage and practice proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available).
- Encouraging personal responsibility for yourself and your work area.
- Educating the school community on district policies/procedures, including how to properly wear and dispose of a face mask/respirator.

Health and Safety

The health and safety of our students, our staff and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State](#)

[Education Department \(NYSED\).](#)

The following protocols and procedures will be in place in all district schools for the 2021-22 school year should in-person schooling resume. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator at djshepardson@westcanada.org or 315-845-6800.

For more information about how health and safety protocols and trainings will be communicated to students, families and staff members, visit the *Communication/Family and Community Engagement section* of our reopening plan.

Health & Safety

Assurance #1 – Building Capacity

West Canada Valley CSD has reviewed and determined all students return for in-person instruction in each of its buildings. The capacity level was determined using the following factors:

- Required three (3) foot distance between Students during instruction
- PPE & Face Coverings availability
- Availability and capacity of transportation options
- Local hospital capacity

Each building was in the building canvassed to identify existing and potential additional instructional spaces to maintain room occupancy that meets social distancing requirements.

West Canada Valley CSD is making available PPE and face coverings to its Students, Faculty, and Staff. It is estimating the amount needed during in-person instruction using the NYS Education Department's "PPE Burn Rate Calculator". The calculator recommends one (1) disposable mask per week per Student.

Transportation capacity has determined that all students could be safely transported on each 66 passenger bus, while wearing masks. When feasible, buses will be loaded from the back to the front and unloaded in reverse.

West Canada Valley CSD has maintained a direct line of communication with Herkimer County Public Health Department to monitor the capacity of local and regional hospitals.

Assurance #3 – Communication Plan

West Canada Valley CSD will communicate the importance of adhering to guidelines from the Centers for Disease Control and the New York State Department of Health, as well as applicable protocols to Students, Parents, Legal Guardians of Students, Staff, and potential visitors.

This information will be shared in variety of ways, including letters sent home, emails, social media posts, and through the use of the district's "all call" messenger system. West Canada Valley CSD has also developed a COVID-19 Information website (westcanada.org) the topics covered in the communications and on the website will include:

- Face Covering and Social Distancing requirements
- Trainings the district will be providing related to COVID-19
- Other updates to COVID-19 Information

The communications will be sent prior to the first day of school and periodically throughout the 2021-2022 school year. Specific messages related to potential changes to protocols/requirements will be sent as needed and added to the district's website.

Signage has been placed at the entrances to each of the district's buildings regarding COVID-19 and face covering requirements. The district has also placed posters in various, conspicuous locations in its buildings regarding; social distancing requirements, hand hygiene, face coverings, and COVID-19 symptoms.

Assurance #4 – School Health Protocol

West Canada Valley CSD has developed a written protocol in collaboration with its school health services and district physician to instruct Staff on appropriate ways to observe for signs of illness in Students and Staff. This protocol also requires any symptomatic person to be sent to the School Nurse (or other designated health personnel).

The protocol directs Staff to be aware that the currently recognized symptoms of COVID-19 are:

- Fever (100.0°F or greater) or chills
- Cough
- Shortness of breath or difficulty breathing (including bluish lips)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students and staff exhibiting these signs *with no other explanation* for them will be sent to a designated school health office for an assessment by the School Nurse. If a School Nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.

Additionally, Staff will be instructed to be aware of these other signs of any type of illness such as:

- Flushed cheeks
- Glassy eyes
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue, and/or irritability
- Frequent use of the bathroom

Assurance #5 – Visitor/Guest/Contractor/Vendor Protocol

Travel throughout the district's buildings by visitors, guests, contractors, and vendors will be limited to minimize interaction with Students and Staff. While in the district's buildings, visitors, guests, contractors, and vendors must wear an acceptable face covering. The district will provide a face covering if they do not have one.

Assurance #6 – Parents/Legal Guardians Observing for Signs/Symptoms

Parents/legal guardians must continue to observe for signs of illness in their child that require them to stay home from school. Your child must be symptom free for 24 hours before returning to school. It is recommended that you have your child tested for COVID-19 prior to returning to school.

Parents/legal guardians will be instructed to look for the following symptoms/signs:

- Fever (100.0°F or greater) or chills
- Cough
- Shortness of breath or difficulty breathing (including bluish lips)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Assurance #7 – Hand & Respiratory Hygiene

West Canada Valley CSD has developed protocol to instruct Staff and Students in appropriate hand and respiratory hygiene. This protocol will be reinforced with signage in various, conspicuous locations in its buildings.

Students and staff will be instructed on how to practice good hand hygiene to help reduce the spread of COVID-19. The district will plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds)
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty
- Providing hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able
- Signage will be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water
- Students or staff who are unable to use alcohol-based hand sanitizers for health reasons will be permitted to wash their hands with soap and water

Additionally, since COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes, Students and Staff will be instructed on how to practice good respiratory hygiene to help reduce the spread of COVID-19. This includes:

- Instructing Students and Staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately
- Providing a supply of tissues and trash cans nearby should be available in each room

If no tissue is available, Students and Staff will be instructed to use the inside of the elbow (or shirtsleeve) to cover the mouth or nose and to always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Assurance #8 – Social Distancing Protocol

West Canada Valley CSD has developed protocol to ensure all persons in school buildings keep social distance of at least 3 feet whenever possible. The protocols will ensure that student groupings are as static as possible by having a cohort of students stay together whenever possible.

The size of the groupings/cohorts will be determined by the number of students who can be in each classroom while maintaining three (3) feet social distancing. Movement in-school will be reduced as much as possible.

The district will ensure social distancing at all times when individuals are eating in a school cafeteria and prohibit the sharing of food and beverages including: buffet style meals and snacks unless among members of the same household.

Gatherings in small spaces (elevators, supply rooms, faculty offices, conference rooms, shall be limited. All individuals in the space at the same time must wear acceptable face coverings.

Assurance #9 – High Risk Accommodations

West Canada Valley CSD has developed protocol detailing how the district will provide accommodation to all Students and Staff who are at high-risk or live with a person at high risk. Currently, the CDC considers the following to indicators of being at high risk for COVID-19:

- Individuals age 65 or older
- Individuals with the following health conditions:
 - Cancer
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Alternate plans will be created in consultation with school health personnel on how to meet the needs of the child at higher risk, while keeping social distancing; which may include:

- Additional PPE for staff caring for such students
- Assigning only one staff member to care for the student

Assurance #10 – Staff/Visitors/Students Face Covering

West Canada Valley CSD has developed protocol requiring all Employees, Adult Visitors, and Students to wear a face covering while indoors. Mask breaks will be provided when at least 3 feet of social distance can be maintained. **Masks are not required for anyone outdoors.**

An acceptable face covering is defined by Centers for Disease Control as:

- Fitting snugly but comfortably against the side of the face
- Completely covering the **nose and mouth**
- Is secured with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Can be laundered and machine dried without damage or change to shape

All individuals in school facilities and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance. According to the NYS Department of Health face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used alone. All Students and Staff at West Canada Valley CSD must wear face coverings:

- Whenever they are within 3 feet of someone
- In hallways
- In restrooms
- In classrooms where 3 feet cannot be maintained
- In other congregate settings, *including buses*.

The district will schedule “mask breaks” for Students as needed throughout the day.

The district will provide acceptable face covering to all staff (and students if they forget their own) and have an adequate supply on hand to replace Staff and Student face covering as needed.

As per NYS Department of Health guidelines, face coverings will not be placed on:

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

The district will instruct Students, Parents/Guardians and Staff, Contractors and Vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

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

Assurance #11 – Supply of Cloth Face Coverings

West Canada Valley CSD has a plan for ensuring that an appropriate supply of face coverings is available for its Students, Faculty, and Staff. The district is estimating the amount needed during in-person instruction using the NYS Education Department's "PPE Burn Rate Calculator". The calculator recommends one (1) disposable mask per week per Student. The district is working with both NYS and HFHO BOCES to obtain an appropriate supply of face coverings at the best price possible.

Assurance #12 – Protocol for Confirmed COVID-19 Case

West Canada Valley CSD has protocol for steps to be taken if there is a laboratory-confirmed case of COVID-19 in the school. The protocol centers around both cleaning/disinfecting areas, cooperating with the local Public Health Department, and following NYS Department of Health and Centers for Disease Control guidance.

When West Canada Valley CSD receives word that a Student or Staff has received a laboratory confirmed positive COVID-19 test, the district will take the following steps regarding the area used by the person with the confirmed case such as offices, classrooms, common areas, etc.: (add additional district specific actions):

- Close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred.
- Increase air circulation by opening windows/outside doors.
- District Staff will wait as long as possible (ideally 24 hours) and then begin cleaning and disinfection as per Centers of Disease Control guidelines.
- 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 district will cooperate with any and all contact tracing activities coordinated by the local Public Health Department. This includes:

- Notifying the local health department to determine what steps are needed for the school community.
- Forwarding all appropriate sign-in/sign-out screening logs to the Public Health Department.

Due to HIPPA protections and NYS Education Department guidelines, the district will not notify the community of a positive COVID-19 test in the district. Any announcement or notification will come from the local Public Health Department.

Assurance #13 – Return to School/Work Protocol

West Canada Valley CSD has protocol, that complies with Centers for Disease Control and Herkimer County Public Health, for the return to school/work for Students and Staff following a positive screen for COVID-19 symptoms, illness, or diagnosis of confirmed case of COVID-19, and following a quarantine due to contact with a confirmed COVID-19 case.

The duration of any quarantine will be determined by the local health department and the district will follow the local health department's guidance.

If a Student/Staff is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- If they have been symptom free for 24 hours. It is recommended that the individual is tested for COVID-19.

Assurance #14- Cleaning & Disinfecting Protocol

West Canada Valley CSD has developed protocol to clean and disinfect schools following Centers for Disease Control guidance. The protocol reflects the Centers for Disease Control principles that:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
- When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Staff will always wear gloves appropriate for the chemicals being used when cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

Most surfaces and objects in school buildings will just need normal routine cleaning. Frequently touched surfaces and objects like light switches, doorknobs, will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects. Students will not be present when disinfectants are in use and will not participate in cleaning and/or disinfection activities.

The district will follow the manufacturer's instructions for cleaning and disinfection of electronic devices such as laptops, iPads or Chromebooks, keyboards and computer mice, etc., between uses.

School Health Office cleaning will occur after each use of:

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

District outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection, but will be cleaned on a regular, established basis. Shared athletic/gym equipment (e.g., balls, protective gear) will be cleaned between use per manufacturer's directions.

Custodial Staff will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area. In order to disinfect areas frequently, additional staff may need to be trained in cleaning and disinfecting protocols.

Assurance #15 -Safety Drills

West Canada Valley CSD has developed protocol to conduct required safety drills with modifications as needed. NYS Education Department requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. This regulation has not been modified during the current Public Health Emergency.

Assurance #16 – COVID-19 Safety Coordinator

West Canada Valley CSD has designated a district employee as a COVID-19 Safety Coordinator with identified responsibilities that include:

- Continuous compliance with all activities of West Canada Valley Central School District's reopening plans
- Phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

The COVID-19 Safety Coordinator is the Superintendent. The COVID-19 Safety Coordinator will coordinate activities with the local Public Health Department and the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service to insure consistency across the region. The COVID-19 Safety Coordinator will also be:

- The main point of contact upon identification of positive COVID-19 cases and responsible for subsequent communication

Responsible for answering questions from Students, Faculty, Staff, and Parents/Legal Guardians regarding the COVID-19 Public Health Emergency and plans implemented by the school.

To ensure employees and students comply with communication requirements, West Canada Valley CSD will:

- Post signage throughout the buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information. This will be accomplished through:
 - Website
 - Email
 - Text
 - Global Call System
 - Social media
 - Print copy mailings
 - Voice and/or video messaging
 - Traditional media outlets
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a worker or staff member tests positive for COVID-19, the school district must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations

Facility Entry

To ensure all faculty, staff, students, and visitors comply with physical distancing requirements, anyone within West Canada Valley CSD facilities will practice social distancing expectations:

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. If applicable, a single point entry and single point egress will be identified to minimize cross traffic. All entry to the buildings will occur through the designated entrances to a check-in point at the security station.
- A face covering, must be worn by all individuals, students, staff, and visitors on West Canada Valley CSD property when social distancing cannot be maintained.
- Proper face covering includes, but is not limited to, a surgical mask, cloth mask, balaclava or bandana and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- All individuals may choose to utilize their own face covering, however face coverings can and will be provided by West Canada Valley CSD daily.

Social Distancing

- All individuals on West Canada Valley CSD premises must maintain social distancing and face covering when social distancing cannot be consistently maintained.
- Proper social distancing is defined as three (3) foot separation between individuals. When social distancing is practiced, such as in an isolated office, empty classroom or large meeting space, the individuals may remove their face covering. However in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn. In addition, mask must be worn in the classroom during instructional time with mandatory mask breaks. Social distancing must be maintained throughout the mask break.
- Ensure three (3) foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than three (3) feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time.
- Social distance separation will be using tape or signs that denote three (3) feet of spacing in commonly used and other applicable areas on the site.
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

Personal Hygiene

Hand washing - Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene.

- Hand hygiene includes:
 - Signage encouraging hand washing and correct techniques;
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method.
 - Adequate facilities and supplies for hand washing including soap and water;
 - Use of paper towels or touch-free paper towel dispensers where feasible (hand dryers are not recommended as they can spread germs);
 - Extra time in the schedule to encourage frequent hand washing.
- Students and staff should wash hands as follows
 - Upon entering the building and classrooms;
 - After sharing objects or surfaces;
 - Before and after snacks and lunch;
 - After using the bathroom;
 - After helping a student with toileting;
 - After sneezing, wiping, or blowing nose or coughing into hands;
 - Anytime hands are visibly soiled;
 - When handwashing is not available use a hand sanitizer;
- Hand Sanitizer - At times when hand washing is not available students and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 60% ethanol or 70% isopropyl alcohol. It should be noted the sanitizers are flammable and

students must be monitored and supervised when using these. Using hand sanitizers should include:

- Signage should be placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
- Placement of sanitizer dispensers should be located near entrances, classrooms, and throughout common areas.

Visitor and Vendor Practices

No outside visitors or volunteers will be allowed on school campuses during the normal school day, except for the safety and well-being of students or by appointment. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors to facilities and parent/guardian visitors will be required to wear face coverings and will have restricted access to our school buildings.

Visitors

- All visitors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- No visitor should enter a building unless necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All visitors should be accompanied by a staff member.
- Should a visitor become ill while on campus, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the main office must record the sign-in/out documents. Each document must be named indicating the location and date.

Vendor

- All vendors must be wearing proper face covering prior to entering any building and it must be worn at all times.
- No vendor should enter a building unless necessary for completion of their job. All meetings should be held outside or virtual when possible.
- All vendors must sign in and out at the main entrance of each building stating their destination at that building for contact tracing. All vendors should be accompanied by a staff member.
- Should a vendor become ill while on campus, they must alert the staff member they're visiting to report the issue and then immediately seek medical attention.
- At the end of each day, the main office must record the sign-in/out documents. Each document must be named indicating the location and date.

Space Design and Capacities

Break Rooms and Lunch Rooms

- Breakroom use is discontinued if a minimum of 3 ft. separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their classrooms or other open spaces; in their vehicles or outside at the picnic table throughout the campus.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together they must do such in a large space or outside, where at minimum 3ft. of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks will be replaced with alternatives where possible.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

Copier Rooms/Areas

- Congregating in copier rooms/areas is not permitted.
- Cleaning supplies will be provided at copier stations.
- Staff are encouraged to wipe down touch surfaces post and prior use.

Elevators

- One person in an elevator at a time.
- Personnel must wear acceptable face coverings when in common use areas.
- Elevators will be frequently disinfected.

Restrooms

- All bathrooms regardless of size will be limited to no more than two people at a time.
- Individuals must knock before entering a bathroom to ensure there is no more than two occupants present.
- In special circumstances where a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable personal protective equipment including a face covering and when medically applicable, the student will be wearing a proper face covering as well.
- Signage will be posted on entry indicating two people at a time.
- Automatic hand dryer use will be discontinued and replaced with touchless paper towel dispensers.
- Touchless water fixtures will be installed where applicable.

Hallways/Stairwells

- Where feasible hallway traffic may be limited to single flow direction.
- Where single flow is not applicable, bi-direction traffic will be permitted.
- Directional flow will be identified by indications on the floor/stairs
- Adequate distancing will be obtained between all individuals by taped off lanes on the corridor floors/ stair treads.
- All individuals must also allow for adequate space between when traveling in the same direction.

Classrooms

- Occupancy in each classroom will be specific and determined based off of the overall square footage of the space.
- Each Student, teacher and support staff will receive not less than 3 ft. of separation from others.
- Additional considerations will be taken to account for space utilized for classrooms and teaching material.
- Students, teachers and support staff will be required to wear a proper face covering.
- Restrict items in the classroom to that of obvious use.
 - Remove any unnecessary furniture.
 - Remove any soft surfaces that are difficult to disinfect such as:
 - Area Rugs
 - Soft fabric chairs

Nurse Stations

- All students and staff are required to wear appropriate face coverings.
 - N95 Respirator use for nurses should be limited to situations of suspected COVID-19
 - Nurses must receive proper training and fitment of N95 Respirators prior to use.
- Where applicable, nurse stations have been reconfigured to:
 - Maintain social distancing of no less than 6ft.
 - Create “sick” and “well” zones.
 - Students that receive daily medication should be treated separately from students presenting with symptoms of illness.
 - Nebulizer treatments should be conducted in a separate isolated space with adequate fresh air circulation.
 - Physical separation will be achieved by utilizing:
 - Individual exam rooms
 - Polycarbonate barriers
 - Retractable dividing curtain walls.
- Isolation Room/s
 - Individuals presenting with symptoms representative of COVID-19 should be immediately isolated to reduce risk of transmission.
 - A separate room will be utilized where applicable.

Computer Labs

- The use of shared space and equipment use will be limited where feasible.
- Blocks of computers will be sectioned off to ensure social distancing is maintained.
- Tables of computers will be reconfigured so as to not face each other or a polycarbonate barrier will be installed to create a physical barrier.
- Cleaning and disinfection of computer labs and keyboard will be frequent
 - Keyboards should be wiped and disinfected before and after each use.
 - Keyboard covers may be utilized to aid in the cleaning and disinfection process.
- Students should be instructed to wash hands prior to and after touching the keyboards along with other frequently touched surfaces.

Library Spaces

- Remove all soft covered surfaces that cannot be properly cleaned and disinfected.
 - Bean bag chairs
 - Upholstered couches or chairs
 - Area rugs
- Reconfigure space to ensure social distancing.
 - Tables will be limited to one individual at a time where applicable.
 - Polycarbonate barriers may be installed to create a physical barrier.
 - Desks should be arranged so as to not face each other.
 - Small reading nook use should be discontinued unless:
 - Limited to one person at a time.
 - Cleaned and disinfected routinely
- Borrowing of materials such as books may need to be discontinued if adequate disinfection cannot be achieved.
- Create directional traffic flow patterns between bookcases to ensure social distancing

Engineering Controls

- Portable hand wash stations will be installed in the main entrances of each building.
- Alcohol based hand sanitizer will be available in each entry, all corridors, and each classroom.
- Bathrooms
 - Limited to one occupant at a time.
 - Automatic hand dryer use will be discontinued
 - Touchless soap dispensers are in place at each sink
 - Touchless paper towels dispensers have been installed
 - Touchless faucets are currently in most bathroom spaces
 - Areas where old style fixtures exist- they will be replaced as applicable
 - Entry doors to gang bathrooms will be left open where applicable to reduce the need to handle
- Water Fountains
 - As required by New York State Code a potable water supply will be provided per 150 occupants.
 - To reduce cross contamination the bubbler/drink spout has been removed or disabled.
 - Additional bottle filler stations will be installed where necessary.
 - These appliances will be routinely cleaned and disinfected as described in the Cleaning and Disinfection Section.
- Floor Demarcations
 - All entrances or areas of static wait have floor signage installed allotting for a minimum of six(6) feet of separation between all individuals
 - All Corridor floors and Stairway treading have been fitted with stripping to indicate directional traffic flow and social distancing.
- Corridor doors will all be affixed open to minimize the need to touch doors.
- Temperature Screening Equipment

Ventilation

West Canada Valley CSD will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- Modifications to the Building Management Systems to allow fresh air dampers to introduce more outside air.
- Air handling systems have been inspected for function with higher MERV rated filters.
- Spaces where fresh air is limited due to original building systems, fresh air will be introduced through open windows and doors.
 - Options for replacement and modification to existing systems will be explored.
- Fan motors speeds will be increased where applicable to ensure volume and flow of 15cfm minimum.
- More frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems.
- Filter replacement schedules will be more frequent.

Cleaning and Disinfection

The West Canada Valley CSD will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include

- Bathrooms
- Athletic training rooms, locker rooms (when open)
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Bus Garage
- Buses, school vehicles
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.

The district will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. Cleaning and disinfection will be rigorous and ongoing and will occur daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

For more information about how cleaning and disinfection information will be communicated to students, families and staff members, visit the *Communication section* of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

Suspect or Confirmed COVID Cases

- *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as COVID-19 but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential COVID-19 patient
- *Isolation* - Students suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated.
 - Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
 - Opening outside doors and windows to increase air circulation in the area
 - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
 - 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.

Contact Tracing

Public Health Officials assume the task of contact tracing, once notified.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, the West Canada Valley CSD will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- 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.
- Consider temporarily turning 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.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

The West Canada Valley CSD has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school. This protocol includes:

- Return to School District
 - Student may return to school under the following condition; 24 hours symptom free, physician release, or negative COVID-19 Test
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

In the event that a large-scale testing is required; the district administration will work with Bassett Healthcare and local health officials.

Closure Considerations

When a person has been identified (confirmed) or suspected to be COVID-19 positive; the process in West Canada Valley CSD may include:

- Having school administrators collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH. Establishing a decision-making tree at the district level.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Implement as needed short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
 - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Do not use the area(s) until cleaning and disinfection has taken place.
 - Opening outside doors and windows to increase air circulation in the area.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
 - Communicating as soon as possible with staff, parents, and students.
- Using DOH guidance/procedures for when someone tests positive.
 - In consultation with the local DOH, a school official may consider whether school closure is warranted and period of time (prior to re-opening) based on the risk level within the specific community as determined by the local DOH.
 - In accordance with guidance for quarantine at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff quarantine.
 - Additional close contacts at school outside of a classroom should also quarantine at home.
- Closing of schools could be a regional decision.
- Thresholds will be determined on a case-by-case basis dependent on the numbers (school closures may be a response).
- Buildings may consider closing if required cleaning products (bleach and water can be used as a cleaning product) and PPE are not available

Additional reasonable accommodations if needed:

- Gloves
- Face Shields
- Protective Gowns
- Polycarbonate shields
- Polycarbonate desk protectors
- Air Filtering Systems (If approved by OFP)
- District provided cleaning and sanitization supplies

Facilities

In order to prevent the spread of COVID-19 infection in the district, facilities operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly. In carrying out projects or tasks supporting infection control, requirements will be met for changes associated with building spaces.

The following actions will be taken as needed:

- Work with engineers to establish sufficient fresh air exchange.
- Alterations to the configuration of existing classrooms or spaces or the introduction of temporary and/or movable partitions, the change will be submitted to OFP, the local municipality and/or code enforcement officials for review.
- For offsite facilities, communication with the project manager at NYSED Office of Facilities Planning (OFP) and a Temporary Quarters (TQ) Project submission.
- Tents, both temporary and permanent are regulated by code and must be submitted for a building permit.
- Minimum number of toilet fixtures that must be available for use in a building is established in the building code.
- Maintain adequate, Code required ventilation (natural or mechanical) as designed.
- If other air cleaning equipment (e.g. new technology) is proposed, submit to OFP for review and approval.

Emergency Response Protocols & Drills

The 2021-2022 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

Child Nutrition

The West Canada Valley CSD will follow SFA policies when communicating about school meal services, eligibility, options and changes in operations. All communications will be provided through a variety of communication methods including website, social media, emails, robocalls, newsletters, and regular mail and translated into the languages spoken by families.

West Canada Valley CSD has identified (Shelby Butler, Food Service Director) as the contact person to receive and respond to communications from families and to school staff. Families will be reminded in food service communications during the summer and periodically that they can submit a new application for free and reduced-price meals any time during the school year. Applications are available in each school building, on our website and through email or regular mail as needed. Phone in and in-person support to complete the application is available from our Food Service Director.

For information about how meal information will be communicated through the Communication/Family and Community Engagement section of our reopening plan.

Meals Onsite

For students' onsite, meals will be provided while maintaining appropriate social distancing between students. Students do not need to wear face coverings when seated and eating so long as they are appropriately socially distanced.

The district will ensure social distancing between individuals while eating in the designated cafeteria areas. If not feasible, meals may be served in alternate areas (e.g., classrooms) or in staggered meal periods to ensure social distancing and proper cleaning and disinfection between students.

The sharing of food and beverages (e.g., buffet style meals, snacks) is prohibited, unless individuals are members of the same household. Adequate space will be reserved for students, faculty, and staff to observe social distancing while eating meals.

Meals may be delivered to classrooms in grades K-6. Designated cafeteria areas will be assigned that meet all social distancing requirements in Grades 7-12. All meals will be served to students in school buildings with all applicable health and safety requirements along with measures to protect students with food allergies. Students will be trained on hand hygiene before/after eating, how hand hygiene will be promoted, how sharing of food/beverages will be discouraged, and how social distancing will be required. Cleaning and disinfecting will occur between cohorts of students. All meals will be provided in compliance with Child Nutrition Program requirements.

Transportation

The West Canada Valley CSD will conduct transportation activities that are consistent with state-issued public transit guidance and NYSED School Reopening guidelines. Students and school staff must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Students will be required to wear masks and social distance on the bus to the extent practicable; however, students whose documented physical or mental health would be impaired are not required to wear a face covering, but must be appropriately socially distanced.

All buses that are used every day by districts and contract carriers will be at a minimum cleaned/disinfected once a day. Buses typically will be wiped down after the morning (AM), midday, and afternoon (PM) run depending upon the disinfection schedule.

School buses shall not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier or district. School bus drivers, monitors and attendants must not carry personal bottles of hand sanitizer with them on school buses.

Wheelchair school buses will configure wheelchair placement to ensure social distancing of 6 feet.

Whether school is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students who's Individualized Education Plans have placed them out of district whose schools are meeting in in-person sessions.

All students are entitled to transportation by the district to the extent required by law.

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
- Cleaning and disinfecting products approved by the EPA will be used according to instructions.
- Eating and drinking will be prohibited on the bus
- Buses will be inspected to ensure cleaning/disinfecting protocols are followed on district owned and contracted buses
- All cleanings/inspections will be documented (via trackable log)

Bus protocols for a reported case of Covid -19 on a school bus

Felix Ray, District Transportation Supervisor, will be notified, the district will then notify building administration and a plan will be implemented to contact parents of students on that bus.

Bus will be taken out of service for 24 hours before the bus can be used again after a report of COVID-19. Bus will be disinfected following CDC guidelines.

Students on Transportation

- As was outlined in the Health and Safety section of this guidance, all parents/guardians will be required to ensure their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding their method of transportation to school;
- Students must wear a mask on a school bus if they are physically able. Students who are unable to medically tolerate a face covering, including students where such covering would

impair their physical health or mental health are not subject to the required use of a face covering with documentation;

- Students who do not have a mask can NOT be denied transportation;
- Students who do not have masks must be provided one by the district;
- Students with a documented disability which would prevent them from wearing a mask will not be compelled to do so or denied transportation.

Training (Office Personnel, Drivers, Mechanics, Aides)

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

Required Personal Protective Equipment (PPE)

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

Transportation Communication

- West Canada Valley CSD will emphasize to parents and students prior to reopening schools that the District has thoroughly disinfected all buses and student transportation vehicles
- West Canada Valley CSD will communicate with parents and students that student transportation vehicles are included in the district's COVID-19 plans and what part students and parents will play in ensuring safety and minimizing infection while utilizing District transportation services
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature
- Remind students/parents/guardians that social distancing requirements extend to the bus stop

Transporting to BOCES

- West Canada Valley CSD will be transporting to BOCES and will follow similar protocols as previously described
- West Canada Valley CSD will keep a log of attendees on the trip in both directions from the BOCES building. Upon request, schools may need to supply the log of passengers in addition to cleaning logs in the event BOCES must assist in contact tracing due to exposures either at the BOCES buildings, or during transportation

Social Emotional Well-Being

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. As a District, our commitment is to create emotionally and physically safe, supportive and engaging learning environments promoting all students' social and emotional well-being and development. The pandemic has elevated the role of leaders in creating conditions helping students practice empathy, create social bonds across distance and adapt to new learning experiences. Counselors and wrap around supports will play an extremely important role in the adjustment period when buildings reopen and access to school counselors and school-based health programs will be invaluable supports to our students. Before school resumes, school administrators, teachers and mental health practitioners (school counselors, school psychologists and/or school social workers) should meet to create an asset map of already existing foundational assets within school districts and community-based organizations, and build upon them. In addition, it will be critical to determine students who might be at risk for needing mental health supports. School counselors and administrators will be equipped with tools and information needed to see each child through a social emotional lens. We remain committed to supporting all students and maintain our whole child commitment as well as equipping all staff to connect, heal, and build capacity to support our students. Supports will include resources from both local and regional agencies; identifying and delivering responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions as applicable. Additionally, all West Canada Valley CSD employees have access to the Employee Assistance Program (EAP) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to the West Canada Valley CSD community. We are committed to developing/making accessible family/caregiver-appropriate social and emotional learning (SEL) content to be used during all phases of our re-entry.

Transitions are important every year, and they will be even more important this fall returning from continuous remote learning to in-person instruction in buildings or a phased in approach to in-person instruction. Districts should support transitions in a culturally responsive manner and engage students, families, and communities in the process of identifying needs and supports. Transitions take many forms and include returning to school in the fall, moving from one grade band to another, or dealing with the varying emotional needs as a result of the health pandemic.

The following considerations guided our building level planning:

Emotional reactions to coming out of quarantine may include

- Mixed emotions, including relief after quarantine
- Fear and worry about your own health and the health of your loved ones
- Stress from the experience of monitoring yourself or being monitored by others for signs and symptoms of COVID-19

- Sadness, anger, or frustration because friends or loved ones have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious
- Guilt about not being able to perform normal work or parenting duties during quarantine
- Other emotional or mental health changes

Addressing Social-Emotional Health

- Establish/sustain a culture that supports and emphasizes mental health services available for faculty, staff, students and families
- Explore the use of Restorative Practices (use of healing/restorative circles for both staff and students)
- Assist in adequate training for staff/faculty as requested to assist them in understanding:
 - Social Emotional Learning (SEL) competencies; self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
 - The warning signs for quarantine related mental health needs
 - How to access crisis support and other mental health services

What Mental Health Professionals can do in schools

- Educate staff, parents, and students on symptoms of mental health needs and how to obtain assistance
- Promote social emotional learning competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision-making
- Encourage good physical health
- Help ensure access to school-based mental health supports; facilitate the expansion of school-based mental health supports

School Schedules

All students will be in-person, five days a week, following the pre-pandemic time schedule.

- MS/HS 7:30-2:23
- Elementary 9:00-3:30

Attendance, Attendance Reporting and Chronic Absenteeism

Chronic Absenteeism

While there is no one-size-fits all approach to addressing chronic absenteeism, West Canada Valley CSD is committed to providing interventions to prevent and address health-related and mental health chronic absenteeism.

The West Canada Valley CSD addresses chronic absenteeism as follows.

1. Nurture a culture of attendance

- Communicate clearly to families and students what the attendance policy is and expectations for participating based on the model of instruction
- Explain the importance of attendance to the entire school community
- Track daily attendance, tardy, and student engagement in one central, secure location with a tool that helps you can quickly see how these data points impact student behavior.

2. Early Identification and Intervention

- Each school regularly monitors attendance data and communicates with parents about issues as they arise.
- Use data to identify which students are at risk, so you can intervene before isolated absences become chronic absenteeism.
- Establish intervention plans; parent phone call, home visit, counseling, instructional modifications, engage community partners, etc.

3. Create a more positive school culture and a focus on engaging instruction

- Evaluate and address your students' engagement in learning
- Provide teachers and school leaders with multiple levels of support to help students stay more engaged and act positively.
- Help students achieve positive social and emotional character development, while reinforcing the behaviors that make up your ideal school culture.
- Use goal-based incentives and rewards to motivate attendance and positive student behaviors where age appropriate.

Technology and Connectivity

Access to technology is essential for the successful roll-out of this plan. The West Canada Valley CSD has been committed to ongoing planning and implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

1. The West Canada Valley CSD gathered data and asked teachers and families to identify their level of access to devices and high-speed broadband from their residence. The district will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.) In the event, students and/or teachers do not have access, the district will take the necessary steps to meet their needs where plausible.
2. Conduct and/or maintain an inventory of equipment and other assets.
 - a. Identify which students, families, and staff have district assets in their possession.
3. Procure, manage and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve virtual instruction and student engagement.
4. Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in a virtual learning environment.

5. Arrange a system for parents/students/teachers to report technical issues that might be experienced during remote learning. Communicate protocols to these stakeholders to inform them in advance of how to gain assistance in such cases.

West Canada Valley CSD will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote or blended models through the use of both synchronous (i.e. Google Meet) and asynchronous technologies (i.e. Google Classroom). Every staff member and student will be provided with a 1:1 device. In the event students do not have sufficient access to high-speed internet, the district will provide the students with alternate methods to access materials and instruction, i.e. hotspots, pick up materials at school, drop off materials to students' homes, etc. The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

Career and Technical Education (CTE)

While planning for CTE instruction, West Canada Valley CSD has collaborated with HFMO BOCES to ensure high school instructional plans are aligned. HFMO BOCES has developed models that ensure NYS learning Standards, applicable industry certification requirements, clinical and work based learning hours have been met. In addition, their plans follow all NYS/DOH health and safety guidelines and social distancing.

Athletics and Extracurricular Activities

Interscholastic Athletics

All interscholastic activities remain on schedule for the 2021-2022 school year.

Special Education

West Canada Valley CSD reopening plan provides a framework to ensure that all students with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of students, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of the West Canada Valley CSD provide equity and access for students with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs

of students. The West Canada Valley CSD will document the programs and services offered and provided to students with disabilities as well as to the communications with parents in their preferred language and mode of communication. The district will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students.

The West Canada Valley CSD is committed to providing meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members of to ensure that they are engaged in their children's education during the reopening process

The West Canada Valley CSD will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the *Communication/Family and Community Engagement section* of our reopening plan.

Bilingual Education and World Languages

West Canada Valley CSD provides world language instruction and English as a New Language (ENL) instruction for ELLs in K-12. We utilize HFHO BOCES for ENL instruction.

Support of English language learners (ELLs) will be comprehensive, high-quality, and culturally responsive. If we reopen using in-person or hybrid instruction we will complete the ELL identification process within 30 school days of the start of the school year for all students who enrolled during COVID-19 school closures in 2020-21, as well as all students who enroll during summer of 2021 and during the first 20 school days of the 2021-22 school year. After this 20 day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

West Canada Valley CSD is committed to comprehensive, high-quality, and culturally responsive instruction for ENL students, we will provide the required instructional Units of Study to all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. Further, we will maintain regular communication with the parents/guardians and other family members of ELLs to ensure that they are engaged in their children's education during the reopening process which includes telephone contact, text messages, social media, emails and regular mail in their preferred language. We will provide all communications for parents/guardians of ELLs in their preferred language and mode of communication. We utilize the Office of Migrant Services translation service to assist with translation services.

West Canada Valley CSD will provide professional learning opportunities for our district that support best practices and equitable instruction for ELLs as well as general education students to help address learning gaps caused by the COVID-19 school closures. The district also has access to the HFHO BOCES Professional Learning Catalog to support teachers to assure ENL and world language instruction is personalized and research-based.

With the support of HFHO BOCES, we will provide professional learning opportunities to our district and the region that supports best practices in all three formats of instruction and cover equitable instruction for our ELLs, SWDs, and general education students who are studying world languages to help address learning gaps caused by the COVID-19 school closures.

Our district will support our students as they work towards earning the New York States Seal of Bi-literacy. We will collaborate with HFHO BOCES to provide Seal of Bi-literacy professional learning. As well, HFHO BOCES will support assessment options and provide translators for NYS Seal of Bi-literacy presentations.

Through using our district and BOCES resources, we are well prepared to reopen our schools and serve ELLs, MLLs, and students learning world languages as they expand their skills, knowledge, and facilities with languages.

Key References

- [State Education Department Issues Guidance to Reopen New York State Schools](#) (July 16, 2020)
- [State Education Department Presents Framework of Guidance to Reopen New York State Schools](#) (July 13, 2020)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency, NYS Department of Health](#) (July 13, 2020)

Additional References

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)
- (June 26, 2020)
- [Interim Guidance for Food Services during the COVID-19 Public Health Emergency.](#)
- (June 26, 2020)
- [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency.](#)
- (June 26, 2020)
- [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency.](#) (June 26, 2020)
- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

Once finalized, reopening plans must be posted on the district's website.

